



















Memorable Solutions Hotel Pre-Opening Template

ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
1		A & G	146 days	Thu 1/1/04	Thu 7/22/04	NA	
2		Controls	60 days	Thu 1/1/04	Wed 3/24/04	NA	
3		Insurance	22 days	Thu 1/1/04	Fri 1/30/04	NA	
4		Determine Insurance Needs	5 days	Thu 1/1/04	Wed 1/7/04	NA	
5		Research Insurance Providers	10 days	Thu 1/8/04	Wed 1/21/04	NA	4
6		Select Insurance Provider(s)	5 days	Thu 1/22/04	Wed 1/28/04	NA	5
7		Ensure insurance is activated	2 days	Thu 1/29/04	Fri 1/30/04	NA	6
8		Purchasing & Receiving	30 days	Thu 1/1/04	Wed 2/11/04	NA	
9		Implement purchase order system	30 days	Thu 1/1/04	Wed 2/11/04	NA	
10		Develop Inventory Management Reports	10 days	Thu 1/1/04	Wed 1/14/04	NA	
11		Payroll	10 days	Thu 1/1/04	Wed 1/14/04	NA	
12		Establish payroll procedures	10 days	Thu 1/1/04	Wed 1/14/04	NA	
13		SOP's	30 days	Thu 1/1/04	Wed 2/11/04	NA	
14		Develop A&G SOP's	30 days	Thu 1/1/04	Wed 2/11/04	NA	
15		Accounting Manual	30 days	Thu 1/1/04	Wed 2/11/04	NA	
16		Establish hotel credit policy and procedures	30 days	Thu 1/1/04	Wed 2/11/04	NA	
17		Develop internal forms	30 days	Thu 1/1/04	Wed 2/11/04	NA	
18		Set-up Cash Deposit Procedures	30 days	Thu 1/1/04	Wed 2/11/04	NA	
19		Banking	10 days	Thu 1/1/04	Wed 1/14/04	NA	
20		Set-up bank accounts	5 days	Thu 1/1/04	Wed 1/7/04	NA	
21		Set-up credit card agreements	10 days	Thu 1/1/04	Wed 1/14/04	NA	
22		Obtain licenses and permits	60 days	Thu 1/1/04	Wed 3/24/04	NA	
23		Liquor License	60 days	Thu 1/1/04	Wed 3/24/04	NA	
24		Business Licenses	30 days	Thu 1/1/04	Wed 2/11/04	NA	
25		Environmental Permits	30 days	Thu 1/1/04	Wed 2/11/04	NA	
26		Sales Tax Permit	30 days	Thu 1/1/04	Wed 2/11/04	NA	
27		Third Party Agreements	116 days	Thu 1/1/04	Thu 6/10/04	NA	
28		Leases	116 days	Thu 1/1/04	Thu 6/10/04	NA	
29		Retail	116 days	Thu 1/1/04	Thu 6/10/04	NA	
30		Develop Standards of Performance	10 days	Thu 1/1/04	Wed 1/14/04	NA	
31		Develop RFP	1 day	Thu 1/15/04	Thu 1/15/04	NA	30
32		Release RFP	10 days	Fri 1/16/04	Thu 1/29/04	NA	31
33		RFP Deadline	45 days	Fri 1/30/04	Thu 4/1/04	NA	32
34		Lessee Selected	10 days	Fri 4/2/04	Thu 4/15/04	NA	33
35		Lease executed	30 days	Fri 4/16/04	Thu 5/27/04	NA	34
36		Employee Orientation	10 days	Fri 5/28/04	Thu 6/10/04	NA	35
37		F&B	116 days	Thu 1/1/04	Thu 6/10/04	NA	
38		Develop Standards of Performance	10 days	Thu 1/1/04	Wed 1/14/04	NA	
39		Develop RFP	1 day	Thu 1/15/04	Thu 1/15/04	NA	38
40		Release RFP	10 days	Fri 1/16/04	Thu 1/29/04	NA	39
41		RFP Deadline	45 days	Fri 1/30/04	Thu 4/1/04	NA	40


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ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
42		Lessee Selected	10 days	Fri 4/2/04	Thu 4/15/04	NA	41
43		Lease executed	30 days	Fri 4/16/04	Thu 5/27/04	NA	42
44		Employee Orientation	10 days	Fri 5/28/04	Thu 6/10/04	NA	43
45		Financial Reporting	30 days	Thu 1/1/04	Wed 2/11/04	NA	
46		Daily Revenue Report	5 days	Thu 1/1/04	Wed 1/7/04	NA	
47		Daily Labor Report	5 days	Thu 1/1/04	Wed 1/7/04	NA	
48		Period Financial Statements	10 days	Thu 1/1/04	Wed 1/14/04	NA	
49		Period Ending Management Report	30 days	Thu 1/1/04	Wed 2/11/04	NA	
50		Planning	89.01 days	Thu 1/1/04	Wed 5/5/04	NA	
51		Proforma	30 days	Thu 1/1/04	Wed 2/11/04	NA	
52		Annual Strategic Plan	30 days	Thu 2/12/04	Wed 3/24/04	NA	51
53		Complete First Year Operating Budget	30 days	Thu 1/1/04	Wed 5/5/04	NA	52
54		Complete Pre-opening Budget	30 days	Thu 1/1/04	Wed 2/11/04	NA	
55		Develop forecasting program	30 days	Thu 1/1/04	Wed 2/11/04	NA	
56		3 Day Forecast (Rooms)	5 days	Thu 1/1/04	Wed 1/7/04	NA	
57		10 Day Forecast (Rooms and F&B)	5 days	Thu 1/1/04	Wed 1/7/04	NA	
58		Weekly Forecast (Total Property)	30 days	Thu 1/1/04	Wed 2/11/04	NA	
59		IT	146 days	Thu 1/1/04	Thu 7/22/04	NA	
60		Manual Back Up - SOP's	66 days	Thu 1/1/04	Thu 4/1/04	NA	
61		Timekeeping System	10 days	Thu 1/1/04	Wed 1/14/04	NA	
62		Telephone System	10 days	Thu 1/1/04	Wed 1/14/04	NA	
63		Simplex	10 days	Thu 1/1/04	Wed 1/14/04	NA	
64		Payroll System	10 days	Thu 1/1/04	Wed 1/14/04	NA	
65		OCV	10 days	Thu 1/1/04	Wed 1/14/04	NA	
66		Back Office System	10 days	Thu 1/1/04	Wed 1/14/04	NA	
67		Sales/Catering System	10 days	Thu 1/1/04	Wed 1/14/04	NA	
68		PMS	10 days	Fri 3/19/04	Thu 4/1/04	NA	78
69		POS	10 days	Thu 1/1/04	Wed 1/14/04	NA	
70		Systems	146 days	Thu 1/1/04	Thu 7/22/04	NA	
71		PMS	146 days	Thu 1/1/04	Thu 7/22/04	NA	
72		Develop RFP	20 days	Thu 1/1/04	Wed 1/28/04	NA	
73		Develop Business Process	10 days	Thu 1/1/04	Wed 1/14/04	NA	
74		Determine Workstations: Amount and Location	5 days	Thu 1/15/04	Wed 1/21/04	NA	73
75		Determine Budget	5 days	Thu 1/22/04	Wed 1/28/04	NA	74
76		Release RFP	1 day	Thu 1/29/04	Thu 1/29/04	NA	72
77		RFP Deadline	30 days	Fri 1/30/04	Thu 3/11/04	NA	76
78		System Selected	5 days	Fri 3/12/04	Thu 3/18/04	NA	77
79		System Specifications Determined	5 days	Fri 3/19/04	Thu 3/25/04	NA	78
80		System Installed & Tested	75 days	Fri 3/26/04	Thu 7/8/04	NA	79
81		System Training	10 days	Fri 7/9/04	Thu 7/22/04	NA	80
82		POS	146 days	Thu 1/1/04	Thu 7/22/04	NA	



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ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
83		Develop RFP	20 days	Thu 1/1/04	Wed 1/28/04	NA	
84		Develop Business Process	10 days	Thu 1/1/04	Wed 1/14/04	NA	
85		Determine Workstations: Amount and Location	5 days	Thu 1/15/04	Wed 1/21/04	NA	84
86		Determine Budget	5 days	Thu 1/22/04	Wed 1/28/04	NA	85
87		Release RFP	1 day	Thu 1/29/04	Thu 1/29/04	NA	83
88		RFP Deadline	30 days	Fri 1/30/04	Thu 3/11/04	NA	87
89		System Selected	5 days	Fri 3/12/04	Thu 3/18/04	NA	88
90		System Specifications Determined	5 days	Fri 3/19/04	Thu 3/25/04	NA	89
91		System Installed & Tested	75 days	Fri 3/26/04	Thu 7/8/04	NA	90
92		System Training	10 days	Fri 7/9/04	Thu 7/22/04	NA	91
93		Keylock System	146 days	Thu 1/1/04	Thu 7/22/04	NA	
94		Develop RFP	20 days	Thu 1/1/04	Wed 1/28/04	NA	
95		Develop Business Process	10 days	Thu 1/1/04	Wed 1/14/04	NA	
96		Determine Workstations: Amount and Location	5 days	Thu 1/15/04	Wed 1/21/04	NA	95
97		Determine Budget	5 days	Thu 1/22/04	Wed 1/28/04	NA	96
98		Release RFP	1 day	Thu 1/29/04	Thu 1/29/04	NA	94
99		RFP Deadline	30 days	Fri 1/30/04	Thu 3/11/04	NA	98
100		System Selected	5 days	Fri 3/12/04	Thu 3/18/04	NA	99
101		System Specifications Determined	5 days	Fri 3/19/04	Thu 3/25/04	NA	100
102		System Installed & Tested	75 days	Fri 3/26/04	Thu 7/8/04	NA	101
103		System Training	10 days	Fri 7/9/04	Thu 7/22/04	NA	102
104		Back-Office System	146 days	Thu 1/1/04	Thu 7/22/04	NA	
105		Develop RFP	20 days	Thu 1/1/04	Wed 1/28/04	NA	
106		Develop Business Process	10 days	Thu 1/1/04	Wed 1/14/04	NA	
107		Determine Workstations: Amount and Location	5 days	Thu 1/15/04	Wed 1/21/04	NA	106
108		Determine Budget	5 days	Thu 1/22/04	Wed 1/28/04	NA	107
109		Release RFP	1 day	Thu 1/29/04	Thu 1/29/04	NA	105
110		RFP Deadline	30 days	Fri 1/30/04	Thu 3/11/04	NA	109
111		System Selected	5 days	Fri 3/12/04	Thu 3/18/04	NA	110
112		System Specifications Determined	5 days	Fri 3/19/04	Thu 3/25/04	NA	111
113		System Installed & Tested	75 days	Fri 3/26/04	Thu 7/8/04	NA	112
114		System Training	10 days	Fri 7/9/04	Thu 7/22/04	NA	113
115		Entertainment System	146 days	Thu 1/1/04	Thu 7/22/04	NA	
116		Television	146 days	Thu 1/1/04	Thu 7/22/04	NA	
117		Develop RFP	20 days	Thu 1/1/04	Wed 1/28/04	NA	
118		Develop Business Process	10 days	Thu 1/1/04	Wed 1/14/04	NA	
119		Determine Workstations: Amount and Location	5 days	Thu 1/15/04	Wed 1/21/04	NA	118
120		Determine Budget	5 days	Thu 1/22/04	Wed 1/28/04	NA	119
121		Release RFP	1 day	Thu 1/29/04	Thu 1/29/04	NA	117
122		RFP Deadline	30 days	Fri 1/30/04	Thu 3/11/04	NA	121
123		System Selected	5 days	Fri 3/12/04	Thu 3/18/04	NA	122

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ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
124		System Specifications Determined	5 days	Fri 3/19/04	Thu 3/25/04	NA	123
125		System Installed & Tested	75 days	Fri 3/26/04	Thu 7/8/04	NA	124
126		System Training	10 days	Fri 7/9/04	Thu 7/22/04	NA	125
127		Music	146 days	Thu 1/1/04	Thu 7/22/04	NA	
128		Develop RFP	20 days	Thu 1/1/04	Wed 1/28/04	NA	
129		Develop Business Process	10 days	Thu 1/1/04	Wed 1/14/04	NA	
130		Determine Workstations: Amount and Location	5 days	Thu 1/15/04	Wed 1/21/04	NA	129
131		Determine Budget	5 days	Thu 1/22/04	Wed 1/28/04	NA	130
132		Release RFP	1 day	Thu 1/29/04	Thu 1/29/04	NA	128
133		RFP Deadline	30 days	Fri 1/30/04	Thu 3/11/04	NA	132
134		System Selected	5 days	Fri 3/12/04	Thu 3/18/04	NA	133
135		System Specifications Determined	5 days	Fri 3/19/04	Thu 3/25/04	NA	134
136		System Installed & Tested	75 days	Fri 3/26/04	Thu 7/8/04	NA	135
137		System Training	10 days	Fri 7/9/04	Thu 7/22/04	NA	136
138		Timekeeping System	146 days	Thu 1/1/04	Thu 7/22/04	NA	
139		Develop RFP	20 days	Thu 1/1/04	Wed 1/28/04	NA	
140		Develop Business Process	10 days	Thu 1/1/04	Wed 1/14/04	NA	
141		Determine Workstations: Amount and Location	5 days	Thu 1/15/04	Wed 1/21/04	NA	140
142		Determine Budget	5 days	Thu 1/22/04	Wed 1/28/04	NA	141
143		Release RFP	1 day	Thu 1/29/04	Thu 1/29/04	NA	139
144		RFP Deadline	30 days	Fri 1/30/04	Thu 3/11/04	NA	143
145		System Selected	5 days	Fri 3/12/04	Thu 3/18/04	NA	144
146		System Specifications Determined	5 days	Fri 3/19/04	Thu 3/25/04	NA	145
147		System Installed & Tested	75 days	Fri 3/26/04	Thu 7/8/04	NA	146
148		System Training	10 days	Fri 7/9/04	Thu 7/22/04	NA	147
149		Telephone System	146 days	Thu 1/1/04	Thu 7/22/04	NA	
150		Develop RFP	20 days	Thu 1/1/04	Wed 1/28/04	NA	
151		Develop Business Process	10 days	Thu 1/1/04	Wed 1/14/04	NA	
152		Determine Workstations: Amount and Location	5 days	Thu 1/15/04	Wed 1/21/04	NA	151
153		Determine Budget	5 days	Thu 1/22/04	Wed 1/28/04	NA	152
154		Release RFP	1 day	Thu 1/29/04	Thu 1/29/04	NA	150
155		RFP Deadline	30 days	Fri 1/30/04	Thu 3/11/04	NA	154
156		System Selected	5 days	Fri 3/12/04	Thu 3/18/04	NA	155
157		System Specifications Determined	5 days	Fri 3/19/04	Thu 3/25/04	NA	156
158		System Installed & Tested	75 days	Fri 3/26/04	Thu 7/8/04	NA	157
159		System Training	10 days	Fri 7/9/04	Thu 7/22/04	NA	158
160		Connectivity (Guest & Admin)	146 days	Thu 1/1/04	Thu 7/22/04	NA	
161		Develop RFP	20 days	Thu 1/1/04	Wed 1/28/04	NA	
162		Develop Business Process	10 days	Thu 1/1/04	Wed 1/14/04	NA	
163		Determine Workstations: Amount and Location	5 days	Thu 1/15/04	Wed 1/21/04	NA	162
164		Determine Budget	5 days	Thu 1/22/04	Wed 1/28/04	NA	163

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ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
165		Release RFP	1 day	Thu 1/29/04	Thu 1/29/04	NA	161
166		RFP Deadline	30 days	Fri 1/30/04	Thu 3/11/04	NA	165
167		System Selected	5 days	Fri 3/12/04	Thu 3/18/04	NA	166
168		System Specifications Determined	5 days	Fri 3/19/04	Thu 3/25/04	NA	167
169		System Installed & Tested	75 days	Fri 3/26/04	Thu 7/8/04	NA	168
170		System Training	10 days	Fri 7/9/04	Thu 7/22/04	NA	169
171		Group/Catering Sales Management System	146 days	Thu 1/1/04	Thu 7/22/04	NA	
172		Develop RFP	20 days	Thu 1/1/04	Wed 1/28/04	NA	
173		Develop Business Process	10 days	Thu 1/1/04	Wed 1/14/04	NA	
174		Determine Workstations: Amount and Location	5 days	Thu 1/15/04	Wed 1/21/04	NA	173
175		Determine Budget	5 days	Thu 1/22/04	Wed 1/28/04	NA	174
176		Release RFP	1 day	Thu 1/29/04	Thu 1/29/04	NA	172
177		RFP Deadline	30 days	Fri 1/30/04	Thu 3/11/04	NA	176
178		System Selected	5 days	Fri 3/12/04	Thu 3/18/04	NA	177
179		System Specifications Determined	5 days	Fri 3/19/04	Thu 3/25/04	NA	178
180		System Installed & Tested	75 days	Fri 3/26/04	Thu 7/8/04	NA	179
181		System Training	10 days	Fri 7/9/04	Thu 7/22/04	NA	180
182		Secondary System	146 days	Thu 1/1/04	Thu 7/22/04	NA	
183		Develop RFP	20 days	Thu 1/1/04	Wed 1/28/04	NA	
184		Develop Business Process	10 days	Thu 1/1/04	Wed 1/14/04	NA	
185		Determine Workstations: Amount and Location	5 days	Thu 1/15/04	Wed 1/21/04	NA	184
186		Determine Budget	5 days	Thu 1/22/04	Wed 1/28/04	NA	185
187		Release RFP	1 day	Thu 1/29/04	Thu 1/29/04	NA	183
188		RFP Deadline	30 days	Fri 1/30/04	Thu 3/11/04	NA	187
189		System Selected	5 days	Fri 3/12/04	Thu 3/18/04	NA	188
190		System Specifications Determined	5 days	Fri 3/19/04	Thu 3/25/04	NA	189
191		System Installed & Tested	75 days	Fri 3/26/04	Thu 7/8/04	NA	190
192		System Training	10 days	Fri 7/9/04	Thu 7/22/04	NA	191
193		Develop comment card/guest feedback program	45.05 days	Thu 1/1/04	Thu 3/4/04	NA	
194		Determine survey sources/review samples	15 days	Thu 1/1/04	Wed 1/21/04	NA	
195		Develop comment forms	5 days	Thu 1/1/04	Thu 1/22/04	NA	194
196		Develop survey procedures/system	30 days	Thu 1/22/04	Thu 3/4/04	NA	195
197		Print comment cards/forms	25 days	Thu 1/22/04	Thu 2/26/04	NA	195
198		Printed Materials	30 days	Thu 1/1/04	Wed 2/11/04	NA	
199		Business Cards	30 days	Thu 1/1/04	Wed 2/11/04	NA	
200		Payroll Checks	30 days	Thu 1/1/04	Wed 2/11/04	NA	
201		AP checks	30 days	Thu 1/1/04	Wed 2/11/04	NA	
202		Purchase Requisitions/Orders	30 days	Thu 1/1/04	Wed 2/11/04	NA	
203		Human Resources	145 days	Thu 1/1/04	Wed 7/21/04	NA	
204		Staffing	130 days	Thu 1/1/04	Wed 6/30/04	NA	
205		Organization	30 days	Thu 1/1/04	Wed 2/11/04	NA	

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ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
206		Develop Organizational Chart	30 days	Thu 1/1/04	Wed 2/11/04	NA	
207		Develop Staffing Guide	30 days	Thu 1/1/04	Wed 2/11/04	NA	
208		Develop Hiring Schedule	18 days	Sun 1/4/04	Wed 1/28/04	NA	
209		Customize Position "Must" Lists	5 days	Thu 1/1/04	Wed 1/7/04	NA	
210		Customize Position Job Descriptions	5 days	Thu 1/1/04	Wed 1/7/04	NA	
211		Develop Incentive Plans	30 days	Thu 1/1/04	Wed 2/11/04	NA	
212		Leadership Team	30 days	Thu 1/1/04	Wed 2/11/04	NA	
213		Sales Managers/Reservation Sales Agents	30 days	Thu 1/1/04	Wed 2/11/04	NA	
214		Managers	10 days	Thu 1/1/04	Wed 1/14/04	NA	
215		Employees	10 days	Thu 1/1/04	Wed 1/14/04	NA	
216		Develop reward/recognition programs for hourly employees	30 days	Thu 1/1/04	Wed 2/11/04	NA	
217		Recruitment	130 days	Thu 1/1/04	Wed 6/30/04	NA	
218		Management	130 days	Thu 1/1/04	Wed 6/30/04	NA	
219		Hire Senior Management Team	130 days	Thu 1/1/04	Wed 6/30/04	NA	
220		Select Search Firm(s)	10 days	Thu 1/1/04	Wed 1/14/04	NA	
221		General Manager	120 days	Thu 1/15/04	Wed 6/30/04	NA	220
222		Director of Operations	90 days	Thu 1/1/04	Wed 5/5/04	NA	220
223		Director of Rooms	90 days	Thu 1/15/04	Wed 5/19/04	NA	220
224		Director of F&B	90 days	Thu 1/15/04	Wed 5/19/04	NA	220
225		Spa Director	90 days	Thu 1/15/04	Wed 5/19/04	NA	220
226		Hotel Controller	90 days	Thu 1/1/04	Wed 5/5/04	NA	220
227		Chief Engineer	90 days	Thu 1/1/04	Wed 5/5/04	NA	220
228		Revenue Manager	90 days	Thu 1/1/04	Wed 5/5/04	NA	220
229		Director of Human Resources	90 days	Thu 1/1/04	Wed 5/5/04	NA	220
230		Director of Sales & Marketing	90 days	Thu 1/1/04	Wed 5/5/04	NA	220
231		Hire Department Heads	70 days	Thu 1/1/04	Wed 4/7/04	NA	
232		Select Search Firm(s)	10 days	Thu 1/1/04	Wed 1/14/04	NA	
233		Purchasing Manager	60 days	Thu 1/15/04	Wed 4/7/04	NA	232
234		Front Office Manager	60 days	Thu 1/15/04	Wed 4/7/04	NA	232
235		Executive Housekeeper	60 days	Thu 1/15/04	Wed 4/7/04	NA	232
236		Food & Beverage Operations Manager	60 days	Thu 1/15/04	Wed 4/7/04	NA	232
237		Banquet Manager	60 days	Thu 1/1/04	Wed 3/24/04	NA	
238		Beverage Manager	60 days	Thu 1/1/04	Wed 3/24/04	NA	
239		Executive Chef	60 days	Thu 1/15/04	Wed 4/7/04	NA	232
240		Spa Manager	60 days	Thu 1/15/04	Wed 4/7/04	NA	232
241		Accounting Manager	60 days	Thu 1/1/04	Wed 3/24/04	NA	
242		Hire Junior Managers	130 days	Thu 1/1/04	Wed 6/30/04	NA	
243		Rooms	130 days	Thu 1/1/04	Wed 6/30/04	NA	
244		Assistant Front Office Manager	30 days	Thu 1/1/04	Fri 6/4/04	NA	223
245		Guest Service Manager	30 days	Thu 5/20/04	Wed 6/30/04	NA	223
246		Chef Concierge	30 days	Thu 5/20/04	Wed 6/30/04	NA	223














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ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
247		Assistant Executive Housekeeper	30 days	Thu 5/20/04	Wed 6/30/04	NA	223
248		F&B	130 days	Thu 1/1/04	Wed 6/30/04	NA	
249		Banquet Manager	30 days	Thu 5/20/04	Wed 6/30/04	NA	224
250		Restaurant Manager	30 days	Thu 1/1/04	Mon 6/7/04	NA	224
251		Dining Room Chef	30 days	Thu 5/20/04	Wed 6/30/04	NA	224
252		Banquet Chef	30 days	Thu 1/1/04	Tue 6/29/04	NA	224
253		Garde Manager	30 days	Thu 5/20/04	Wed 6/30/04	NA	224
254		Demi Chef	30 days	Thu 5/20/04	Wed 6/30/04	NA	224
255		Pastry Chef	30 days	Thu 1/1/04	Tue 6/29/04	NA	224
256		A&G	30 days	Thu 1/1/04	Wed 2/11/04	NA	
257		Night Manager	30 days	Thu 1/1/04	Wed 2/11/04	NA	
258		A&S	30 days	Thu 1/1/04	Wed 2/11/04	NA	
259		Reservation Sales Manager	30 days	Thu 1/1/04	Wed 2/11/04	NA	
260		Hire Sales Managers	60 days	Thu 1/1/04	Wed 3/24/04	NA	
261		Director of Catering	60 days	Thu 1/1/04	Wed 3/24/04	NA	
262		Senior Sales Manager	60 days	Thu 1/1/04	Wed 3/24/04	NA	
263		Executive Meeting Manager	60 days	Thu 1/1/04	Wed 3/24/04	NA	
264		Hire Catering Assistant	49 days	Thu 1/1/04	Tue 3/9/04	NA	
265		Conference Service Manager	60 days	Thu 1/1/04	Wed 3/24/04	NA	
266		Supervisors	30 days	Thu 1/1/04	Wed 2/11/04	NA	
267		Rooms	30 days	Thu 1/1/04	Wed 2/11/04	NA	
268		Front Office Supervisor	30 days	Thu 1/1/04	Wed 2/11/04	NA	
269		Housekeeping/Floor Supv	30 days	Thu 1/1/04	Wed 2/11/04	NA	
270		Housekeeping/Turndown	30 days	Thu 1/1/04	Wed 2/11/04	NA	
271		Housekeeping/Night	30 days	Thu 1/1/04	Wed 2/11/04	NA	
272		Bell Captain	30 days	Thu 1/1/04	Wed 2/11/04	NA	
273		Chef Concierge	30 days	Thu 1/1/04	Wed 2/11/04	NA	
274		Reservation Sales Coordinator	30 days	Thu 1/1/04	Wed 2/11/04	NA	
275		Food & Beverage	30 days	Thu 1/1/04	Wed 2/11/04	NA	
276		Dining Room Supervisor	30 days	Thu 1/1/04	Wed 2/11/04	NA	
277		Maitre De	30 days	Thu 1/1/04	Wed 2/11/04	NA	
278		Room Service Captain	30 days	Thu 1/1/04	Wed 2/11/04	NA	
279		Banquet Captain	30 days	Thu 1/1/04	Wed 2/11/04	NA	
280		Beverage Supervisor	30 days	Thu 1/1/04	Wed 2/11/04	NA	
281		Cafeteria Supervisor	30 days	Thu 1/1/04	Wed 2/11/04	NA	
282		Head Houseperson (Banquets)	30 days	Thu 1/1/04	Wed 2/11/04	NA	
283		A&G	30 days	Thu 1/1/04	Wed 2/11/04	NA	
284		Executive Administrative Assistant	30 days	Thu 1/1/04	Wed 2/11/04	NA	
285		Accounting	30 days	Thu 1/1/04	Wed 2/11/04	NA	
286		Credit Supervisor	30 days	Thu 1/1/04	Wed 2/11/04	NA	
287		Lead Night Auditor	30 days	Thu 1/1/04	Wed 2/11/04	NA	





























Memorable Solutions
Hotel Pre-Opening Template

ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
288		Security	30 days	Thu 1/1/04	Wed 2/11/04	NA	
289		Security Supervisor	30 days	Thu 1/1/04	Wed 2/11/04	NA	
290		R&M	30 days	Thu 1/1/04	Wed 2/11/04	NA	
291		Engineering Supv	30 days	Thu 1/1/04	Wed 2/11/04	NA	
292		Engineering Administrative Assistant	30 days	Thu 1/1/04	Wed 2/11/04	NA	
293		Spa	30 days	Thu 1/1/04	Wed 2/11/04	NA	
294		Spa Supervisor	30 days	Thu 1/1/04	Wed 2/11/04	NA	
295		Hourly	45 days	Thu 1/1/04	Wed 3/3/04	NA	
296		Rooms	30 days	Thu 1/1/04	Wed 2/11/04	NA	
297		Front Office	30 days	Thu 1/1/04	Wed 2/11/04	NA	
298		Receptionist	30 days	Thu 1/1/04	Wed 2/11/04	NA	
299		Telephone	30 days	Thu 1/1/04	Wed 2/11/04	NA	
300		Bell Attendant	30 days	Thu 1/1/04	Wed 2/11/04	NA	
301		Door Attendant	30 days	Thu 1/1/04	Wed 2/11/04	NA	
302		Driver	30 days	Thu 1/1/04	Wed 2/11/04	NA	
303		Valet Office Attendant	30 days	Thu 1/1/04	Wed 2/11/04	NA	
304		Valet	30 days	Thu 1/1/04	Wed 2/11/04	NA	
305		Concierge	30 days	Thu 1/1/04	Wed 2/11/04	NA	
306		Night GSA/Night Auditor	30 days	Thu 1/1/04	Wed 2/11/04	NA	
307		Housekeeping	30 days	Thu 1/1/04	Wed 2/11/04	NA	
308		Room Attendant	30 days	Thu 1/1/04	Wed 2/11/04	NA	
309		Housekeeping Clerk	30 days	Thu 1/1/04	Wed 2/11/04	NA	
310		House Person	30 days	Thu 1/1/04	Wed 2/11/04	NA	
311		Room Attendant	30 days	Thu 1/1/04	Wed 2/11/04	NA	
312		Floor Care Attendant	30 days	Thu 1/1/04	Wed 2/11/04	NA	
313		Public Area Attendant	30 days	Thu 1/1/04	Wed 2/11/04	NA	
314		Turndown Attendant	30 days	Thu 1/1/04	Wed 2/11/04	NA	
315		Night Cleaner	30 days	Thu 1/1/04	Wed 2/11/04	NA	
316		Uniform Attendant	30 days	Thu 1/1/04	Wed 2/11/04	NA	
317		Laundry	30 days	Thu 1/1/04	Wed 2/11/04	NA	
318		Laundry Attendant	30 days	Thu 1/1/04	Wed 2/11/04	NA	
319		F&B	45 days	Thu 1/1/04	Wed 3/3/04	NA	
320		Casual Restaurant	30 days	Thu 1/1/04	Wed 2/11/04	NA	
321		AM Host/Hostess	30 days	Thu 1/1/04	Wed 2/11/04	NA	
322		AM Server	30 days	Thu 1/1/04	Wed 2/11/04	NA	
323		AM DRA	30 days	Thu 1/1/04	Wed 2/11/04	NA	
324		PM Host/Hostess	30 days	Thu 1/1/04	Wed 2/11/04	NA	
325		PM Server	30 days	Thu 1/1/04	Wed 2/11/04	NA	
326		PM DRA	30 days	Thu 1/1/04	Wed 2/11/04	NA	
327		Fine Dining Restaurant	45 days	Thu 1/1/04	Wed 3/3/04	NA	
328		Sommelier	45 days	Thu 1/1/04	Wed 3/3/04	NA	




































Memorable Solutions Hotel Pre-Opening Template

ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
329		Waiter	30 days	Thu 1/1/04	Wed 2/11/04	NA	
330		DRA	30 days	Thu 1/1/04	Wed 2/11/04	NA	
331		Host/Hostess	30 days	Thu 1/1/04	Wed 2/11/04	NA	
332		Back Waiter	30 days	Thu 1/1/04	Wed 2/11/04	NA	
333		Afternoon/High Tea	30 days	Thu 1/1/04	Wed 2/11/04	NA	
334		Runner	30 days	Thu 1/1/04	Wed 2/11/04	NA	
335		Server	30 days	Thu 1/1/04	Wed 2/11/04	NA	
336		Culinary	30 days	Thu 1/1/04	Wed 2/11/04	NA	
337		Banquet Cook	30 days	Thu 1/1/04	Wed 2/11/04	NA	
338		Prep Cook	30 days	Thu 1/1/04	Wed 2/11/04	NA	
339		Pantry Cook	30 days	Thu 1/1/04	Wed 2/11/04	NA	
340		Pastry Cook	30 days	Thu 1/1/04	Wed 2/11/04	NA	
341		Demi Cook	30 days	Thu 1/1/04	Wed 2/11/04	NA	
342		AM Cook	30 days	Thu 1/1/04	Wed 2/11/04	NA	
343		PM Cook	30 days	Thu 1/1/04	Wed 2/11/04	NA	
344		Banquet Cook	30 days	Thu 1/1/04	Wed 2/11/04	NA	
345		Cafeteria Attendant	30 days	Thu 1/1/04	Wed 2/11/04	NA	
346		Buffet Attendant	30 days	Thu 1/1/04	Wed 2/11/04	NA	
347		Beverage	30 days	Thu 1/1/04	Wed 2/11/04	NA	
348		Bartender	30 days	Thu 1/1/04	Wed 2/11/04	NA	
349		Barback	30 days	Thu 1/1/04	Wed 2/11/04	NA	
350		Cocktail Server	30 days	Thu 1/1/04	Wed 2/11/04	NA	
351		Banquets	30 days	Thu 1/1/04	Wed 2/11/04	NA	
352		Server	30 days	Thu 1/1/04	Wed 2/11/04	NA	
353		Houseperson	30 days	Thu 1/1/04	Wed 2/11/04	NA	
354		Temporary Staff	30 days	Thu 1/1/04	Wed 2/11/04	NA	
355		In-Room Dining	30 days	Thu 1/1/04	Wed 2/11/04	NA	
356		Server	30 days	Thu 1/1/04	Wed 2/11/04	NA	
357		Coordinator	30 days	Thu 1/1/04	Wed 2/11/04	NA	
358		Spa	30 days	Thu 1/1/04	Wed 2/11/04	NA	
359		Receptionist	30 days	Thu 1/1/04	Wed 2/11/04	NA	
360		Therapists	30 days	Thu 1/1/04	Wed 2/11/04	NA	
361		R&M	30 days	Thu 1/1/04	Wed 2/11/04	NA	
362		Engineer I	30 days	Thu 1/1/04	Wed 2/11/04	NA	
363		Engineering II	30 days	Thu 1/1/04	Wed 2/11/04	NA	
364		Engineering III	30 days	Thu 1/1/04	Wed 2/11/04	NA	
365		HVAC	30 days	Thu 1/1/04	Wed 2/11/04	NA	
366		Painter	30 days	Thu 1/1/04	Wed 2/11/04	NA	
367		Preventative Maintenance Tech	30 days	Thu 1/1/04	Wed 2/11/04	NA	
368		A&G	45 days	Thu 1/1/04	Wed 3/3/04	NA	
369		Security	30 days	Thu 1/1/04	Wed 2/11/04	NA	





























Memorable Solutions
Hotel Pre-Opening Template

ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
370		Security Officer	30 days	Thu 1/1/04	Wed 2/11/04	NA	
371		Security Office Attendant	30 days	Thu 1/1/04	Wed 2/11/04	NA	
372		Accounting	45 days	Thu 1/1/04	Wed 3/3/04	NA	
373		Night Auditor	45 days	Thu 1/1/04	Wed 3/3/04	NA	
374		Accounts Payable	45 days	Thu 1/1/04	Wed 3/3/04	NA	
375		Accounts Receivable	45 days	Thu 1/1/04	Wed 3/3/04	NA	
376		General Cashier	45 days	Thu 1/1/04	Wed 3/3/04	NA	
377		Payroll/Benefits	45 days	Thu 1/1/04	Wed 3/3/04	NA	
378		Income Auditor	45 days	Thu 1/1/04	Wed 3/3/04	NA	
379		Purchasing & Receiving	30 days	Thu 1/1/04	Wed 2/11/04	NA	
380		Receiving/Storeroom Clerk	30 days	Thu 1/1/04	Wed 2/11/04	NA	
381		A&S	30 days	Thu 1/1/04	Wed 2/11/04	NA	
382		Catering Administrative Assistant	30 days	Thu 1/1/04	Wed 2/11/04	NA	
383		Sales Administrative Assistant	30 days	Thu 1/1/04	Wed 2/11/04	NA	
384		Reservations	30 days	Thu 1/1/04	Wed 2/11/04	NA	
385		Reservations Sales Agent	30 days	Thu 1/1/04	Wed 2/11/04	NA	
386		SOP's	56 days	Thu 1/1/04	Thu 3/18/04	NA	
387		Discipline/House Rules	30 days	Thu 1/1/04	Wed 2/11/04	NA	
388		Vacation	30 days	Thu 1/1/04	Wed 2/11/04	NA	
389		Evaluation and Merit Increases	30 days	Thu 1/1/04	Wed 2/11/04	NA	
390		Attendance	30 days	Thu 1/1/04	Wed 2/11/04	NA	
391		Leave of Absence	30 days	Thu 1/1/04	Wed 2/11/04	NA	
392		Report in Pay/On-Call	30 days	Thu 1/1/04	Wed 2/11/04	NA	
393		Dress Code	30 days	Thu 1/1/04	Wed 2/11/04	NA	
394		Uniform/Badge/Material/Equipment Issue	30 days	Thu 1/1/04	Wed 2/11/04	NA	
395		Flowers for Ill or Deceased Family Members	30 days	Thu 1/1/04	Wed 2/11/04	NA	
396		Bereavement	30 days	Thu 1/1/04	Wed 2/11/04	NA	
397		Jury Duty	30 days	Thu 1/1/04	Wed 2/11/04	NA	
398		MOD	30 days	Thu 1/1/04	Wed 2/11/04	NA	
399		Pay Policy	30 days	Thu 1/1/04	Wed 2/11/04	NA	
400		Education Assistance	30 days	Thu 1/1/04	Wed 2/11/04	NA	
401		Holiday Policy	30 days	Thu 1/1/04	Wed 2/11/04	NA	
402		Sexual Harassment	30 days	Thu 1/1/04	Wed 2/11/04	NA	
403		At Will Employment	30 days	Thu 1/1/04	Wed 2/11/04	NA	
404		Employment of Relatives	30 days	Thu 1/1/04	Wed 2/11/04	NA	
405		Associate Status	30 days	Thu 1/1/04	Wed 2/11/04	NA	
406		Employee Requisition	30 days	Thu 1/1/04	Wed 2/11/04	NA	
407		Job Posting/Internal Transfer Procedure	30 days	Thu 1/1/04	Wed 2/11/04	NA	
408		Termination	30 days	Thu 1/1/04	Wed 2/11/04	NA	
409		Lay-off/Recall	30 days	Thu 1/1/04	Wed 2/11/04	NA	
410		Bridge of Service	30 days	Thu 1/1/04	Wed 2/11/04	NA	






Memorable Solutions Hotel Pre-Opening Template

ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
411		Hours of Work	30 days	Thu 1/1/04	Wed 2/11/04	NA	
412		Time Clocks/Time Keeping	30 days	Thu 1/1/04	Wed 2/11/04	NA	
413		Solicitation	30 days	Thu 1/1/04	Wed 2/11/04	NA	
414		Associate Liaisons	30 days	Thu 1/1/04	Wed 2/11/04	NA	
415		Military Leave	30 days	Thu 1/1/04	Wed 2/11/04	NA	
416		Worker's Compensation Leave	30 days	Thu 1/1/04	Wed 2/11/04	NA	
417		FMLA Leave	30 days	Thu 1/1/04	Wed 2/11/04	NA	
418		Personal Leave	30 days	Thu 1/1/04	Wed 2/11/04	NA	
419		Email/Vmail	30 days	Thu 1/1/04	Wed 2/11/04	NA	
420		School Leave	30 days	Thu 1/1/04	Wed 2/11/04	NA	
421		Computer Equipment	30 days	Thu 1/1/04	Wed 2/11/04	NA	
422		Confidentiality	30 days	Thu 1/1/04	Wed 2/11/04	NA	
423		Reward & Recognition Program	30 days	Thu 1/1/04	Wed 2/11/04	NA	
424		Incorporate Parent Company SOP's	30 days	Thu 1/1/04	Wed 2/11/04	NA	
425		Develop MDSD Books/Procedures	30 days	Thu 1/1/04	Wed 2/11/04	NA	
426		Develop Internal HR Related Forms	56 days	Thu 1/1/04	Thu 3/18/04	NA	
427		Training	145 days	Thu 1/1/04	Wed 7/21/04	NA	
428		Service	145 days	Thu 1/1/04	Wed 7/21/04	NA	
429		Develop Service Standard Philosophy	5 days	Thu 1/1/04	Wed 1/7/04	NA	
430		Purchase Standards Manual	20 days	Thu 1/8/04	Wed 2/4/04	NA	429
431		Customize Standards Manual	30 days	Thu 2/5/04	Wed 3/17/04	NA	430
432		Develop Service Standards by Department/Position	60 days	Thu 3/18/04	Wed 6/9/04	NA	431
433		Develop Job Skill Training by Department	30 days	Thu 6/10/04	Wed 7/21/04	NA	432
434		Develop associate handbook	30 days	Thu 3/18/04	Wed 4/28/04	NA	431
435		Sales and Catering Training	70 days	Thu 3/25/04	Wed 6/30/04	NA	
436		Develop Sales Training Program	20 days	Thu 5/6/04	Wed 6/2/04	NA	230
437		Conduct Sales Training Program	20 days	Thu 6/3/04	Wed 6/30/04	NA	436,260
438		Develop Catering Training Program	20 days	Thu 3/25/04	Wed 4/21/04	NA	261
439		Conduct Catering Training Program	20 days	Thu 4/22/04	Wed 5/19/04	NA	438,260
440		Management Training	39 days	Thu 1/1/04	Tue 2/24/04	NA	
441		Company Orientation	30 days	Thu 1/1/04	Wed 2/11/04	NA	
442		Interview/Recruitment Training	30 days	Thu 1/1/04	Wed 2/11/04	NA	
443		Team Building/Building an Effective Team	30 days	Thu 1/1/04	Wed 2/11/04	NA	
444		Train the Trainer (Skills and Knowledge Training)	30 days	Thu 1/1/04	Wed 2/11/04	NA	
445		Human Resources Procedures	30 days	Thu 1/1/04	Wed 2/11/04	NA	
446		BootCamp	39 days	Thu 1/1/04	Tue 2/24/04	NA	
447		Manager's Role	39 days	Thu 1/1/04	Tue 2/24/04	NA	
448		Active Listening/Effective Communication	39 days	Thu 1/1/04	Tue 2/24/04	NA	
449		Communicating and Gaining Commitment to Standards	30 days	Thu 1/1/04	Wed 2/11/04	NA	
450		Situational Leadership	30 days	Thu 1/1/04	Wed 2/11/04	NA	
451		Effective Coaching	30 days	Thu 1/1/04	Wed 2/11/04	NA	














Memorable Solutions Hotel Pre-Opening Template

ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
452		Goal Setting/Performance Standards	30 days	Thu 1/1/04	Wed 2/11/04	NA	
453		Sexual Harassment	30 days	Thu 1/1/04	Wed 2/11/04	NA	
454		Conflict Resolution	30 days	Thu 1/1/04	Wed 2/11/04	NA	
455		Conducting Effective Meetings	30 days	Thu 1/1/04	Wed 2/11/04	NA	
456		Hotel Policy & Procedures	30 days	Thu 1/1/04	Wed 2/11/04	NA	
457		General Training	30 days	Thu 1/1/04	Wed 2/11/04	NA	
458		Operational skills training	30 days	Thu 1/1/04	Wed 2/11/04	NA	
459		Life safety, fire and evacuation training	30 days	Thu 1/1/04	Wed 2/11/04	NA	
460		Emergency Procedures	30 days	Thu 1/1/04	Wed 2/11/04	NA	
461		CPR/First Aid	30 days	Thu 1/1/04	Wed 2/11/04	NA	
462		New Hire Orientation	30 days	Thu 1/1/04	Wed 2/11/04	NA	
463		Departmental Orientation	30 days	Thu 1/1/04	Wed 2/11/04	NA	
464		Specific Job Skill Training	30 days	Thu 1/1/04	Wed 2/11/04	NA	
465		Telephone Etiquette/Standards	10 days	Thu 1/1/04	Wed 1/14/04	NA	
466		Sanitation Certification	10 days	Thu 1/1/04	Wed 1/14/04	NA	
467		Responsible Alcohol Service	30 days	Thu 1/1/04	Wed 2/11/04	NA	
468		MOD Program	60 days	Thu 1/1/04	Wed 3/24/04	NA	
469		Develop MOD Manual/SOP's	30 days	Thu 1/1/04	Wed 2/11/04	NA	
470		Conduct MOD Training	30 days	Thu 2/12/04	Wed 3/24/04	NA	469
471		Mass Hire	30 days	Thu 1/1/04	Wed 2/11/04	NA	
472		Develop Procedures to Respond to Internal Applications	10 days	Thu 1/1/04	Wed 1/14/04	NA	
473		Letter To Notify Transfers	2 days	Thu 1/15/04	Fri 1/16/04	NA	472
474		Develop Recruitment/Advertising Plan	30 days	Thu 1/1/04	Wed 2/11/04	NA	
475		Develop Setup	10 days	Thu 1/1/04	Wed 1/14/04	NA	
476		Solicit Volunteers	10 days	Thu 1/1/04	Wed 1/14/04	NA	
477		Train Volunteers	5 days	Thu 1/1/04	Wed 1/7/04	NA	
478		Develop System to Process	15 days	Thu 1/1/04	Wed 1/21/04	NA	
479		Develop Modified Interviewing System	5 days	Thu 1/1/04	Wed 1/7/04	NA	
480		Develop Scripts	5 days	Thu 1/1/04	Wed 1/7/04	NA	
481		Procure Pipe/Drape/Equipment	5 days	Thu 1/1/04	Wed 1/7/04	NA	
482		Obtain Service Test Video	15 days	Thu 1/1/04	Wed 1/21/04	NA	
483		Arrange Phone for Credit References	10 days	Thu 1/1/04	Wed 1/14/04	NA	
484		Spa	90 days	Thu 1/1/04	Wed 5/5/04	NA	
485		Fitness Center	90 days	Thu 1/1/04	Wed 5/5/04	NA	
486		Select and procure exercise equipment	60 days	Thu 1/1/04	Wed 3/24/04	NA	
487		Develop SOP's	30 days	Thu 3/25/04	Wed 5/5/04	NA	486
488		Select and procure Operating Supplies & Equipment	30 days	Thu 1/1/04	Wed 2/11/04	NA	
489		Treatments	60 days	Thu 1/1/04	Wed 3/24/04	NA	
490		Develop Treatment Programs	30 days	Thu 1/1/04	Wed 2/11/04	NA	
491		Develop SOP's	30 days	Thu 2/12/04	Wed 3/24/04	NA	490
492		Select and procure Operating Supplies & Equipment	30 days	Thu 1/1/04	Wed 2/11/04	NA	


Memorable Solutions Hotel Pre-Opening Template

ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
493		SOP's	30 days	Thu 1/1/04	Wed 2/11/04	NA	
494		Develop Spa SOP's	30 days	Thu 1/1/04	Wed 2/11/04	NA	
495		Printed Materials	30 days	Thu 1/1/04	Wed 2/11/04	NA	
496		Spa Menu	30 days	Thu 1/1/04	Wed 2/11/04	NA	
497		Rooms	105 days	Thu 1/1/04	Wed 5/26/04	NA	
498		SOP's	30 days	Thu 1/1/04	Wed 2/11/04	NA	
499		Develop Rooms Division SOP's	30 days	Thu 1/1/04	Wed 2/11/04	NA	
500		Printed Materials	30 days	Thu 1/1/04	Wed 2/11/04	NA	
501		Privacy Please Signs	30 days	Thu 1/1/04	Wed 2/11/04	NA	
502		Privacy Courtesy Note	30 days	Thu 1/1/04	Wed 2/11/04	NA	
503		Umbrellas	30 days	Thu 1/1/04	Wed 2/11/04	NA	
504		Telephone Pads	30 days	Thu 1/1/04	Wed 2/11/04	NA	
505		Dialing Instructions	30 days	Thu 1/1/04	Wed 2/11/04	NA	
506		Driving Directions	30 days	Thu 1/1/04	Wed 2/11/04	NA	
507		VIP Note Cards/envelopes	30 days	Thu 1/1/04	Wed 2/11/04	NA	
508		Fax Delivery Envelopes	30 days	Thu 1/1/04	Wed 2/11/04	NA	
509		Guestroom Note Pad	30 days	Thu 1/1/04	Wed 2/11/04	NA	
510		Valet Laundry Bag	30 days	Thu 1/1/04	Wed 2/11/04	NA	
511		Valet Laundry Price Sheet	30 days	Thu 1/1/04	Wed 2/11/04	NA	
512		Shoe Shine Bag	30 days	Thu 1/1/04	Wed 2/11/04	NA	
513		Shoe Shine Instructions	30 days	Thu 1/1/04	Wed 2/11/04	NA	
514		Activity Calendar	30 days	Thu 1/1/04	Wed 2/11/04	NA	
515		Newsletter	30 days	Thu 1/1/04	Wed 2/11/04	NA	
516		PBX	1 day	Wed 3/10/04	Wed 3/10/04	NA	
517		PBX Cut-Over from Pre-opening Office	1 day	Wed 3/10/04	Wed 3/10/04	NA	1376
518		Guest Services	105 days	Thu 1/1/04	Wed 5/26/04	NA	
519		Develop VIP program	30 days	Thu 4/8/04	Wed 5/19/04	NA	234
520		Transportation	103 days	Thu 1/1/04	Mon 5/24/04	NA	
521		Vehicle Acquisition	103 days	Thu 1/1/04	Mon 5/24/04	NA	
522		Finalize schedules & routes	5 days	Thu 1/1/04	Wed 1/7/04	NA	
523		Review samples/pricing	30 days	Thu 1/8/04	Wed 2/18/04	NA	522
524		Order final selection	2 days	Thu 2/19/04	Fri 2/20/04	NA	523
525		Receive final selection	60 days	Mon 2/23/04	Fri 5/14/04	NA	524
526		Apply logo	5 days	Mon 5/17/04	Fri 5/21/04	NA	525
527		Develop preventive maintenance program	10 days	Mon 2/23/04	Fri 3/5/04	NA	524
528		Vehicles in service	1 day	Mon 5/24/04	Mon 5/24/04	NA	526
529		Roadwork	40 days	Mon 2/23/04	Fri 4/16/04	NA	
530		Determine route	10 days	Mon 2/23/04	Fri 3/5/04	NA	524
531		Evaluate road condition	20 days	Mon 3/8/04	Fri 4/2/04	NA	530
532		Make adjustment	10 days	Mon 4/5/04	Fri 4/16/04	NA	531
533		Housekeeping	105 days	Thu 1/1/04	Wed 5/26/04	NA	




















Memorable Solutions Hotel Pre-Opening Template

ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
534		Contract Valet Dry Cleaning Service	105 days	Thu 1/1/04	Wed 5/26/04	NA	
535		Establish quantities and specifications	30 days	Thu 1/1/04	Wed 2/11/04	NA	
536		Compile a list of contractors	10 days	Thu 2/12/04	Wed 2/25/04	NA	535
537		Interview contractors	10 days	Thu 2/26/04	Wed 3/10/04	NA	536
538		Receive proposals	30 days	Thu 3/11/04	Wed 4/21/04	NA	537
539		Award contract	20 days	Thu 4/22/04	Wed 5/19/04	NA	538
540		Service available	5 days	Thu 5/20/04	Wed 5/26/04	NA	539
541		Uniform Processing	30 days	Thu 1/1/04	Wed 2/11/04	NA	
542		Develop uniform issuance/storage procedures	30 days	Thu 1/1/04	Wed 2/11/04	NA	
543		F&B	110 days	Thu 1/1/04	Wed 6/2/04	NA	
544		SOP's	30 days	Thu 1/1/04	Wed 2/11/04	NA	
545		Develop F&B Division SOP's	30 days	Thu 1/1/04	Wed 2/11/04	NA	
546		Store Room	40 days	Thu 1/1/04	Wed 2/25/04	NA	
547		Establish Room locations	30 days	Thu 1/1/04	Wed 2/11/04	NA	
548		Develop Organization and Item Storage Locations	5 days	Thu 2/12/04	Wed 2/18/04	NA	547
549		Develop Requisition Procedures	5 days	Thu 2/19/04	Wed 2/25/04	NA	548
550		Employee Dining Room	56 days	Thu 1/1/04	Thu 3/18/04	NA	
551		Develop Hours of Operation/Staggered Meal Periods	5 days	Thu 1/1/04	Wed 1/7/04	NA	
552		Training of Staff	10 days	Thu 1/1/04	Wed 1/14/04	NA	
553		Fire & Test All Equipment	5 days	Fri 1/30/04	Thu 2/5/04	NA	1249
554		Area Cleaned	5 days	Fri 2/6/04	Thu 2/12/04	NA	553
555		Finalize 20 Day Rotational Menu	5 days	Fri 2/13/04	Thu 2/19/04	NA	554
556		Develop Pre Menu Planner	5 days	Fri 2/20/04	Thu 2/26/04	NA	555
557		Develop Order Guide	10 days	Fri 2/27/04	Thu 3/11/04	NA	556
558		Finalize Any Needed Purchases/Small Wares	5 days	Fri 3/12/04	Thu 3/18/04	NA	557
559		Outlet Menus	95 days	Thu 1/1/04	Wed 5/12/04	NA	
560		Initial draft prepared	5 days	Thu 1/1/04	Wed 1/7/04	NA	
561		Leadership Team Review	20 days	Thu 1/8/04	Wed 2/4/04	NA	560
562		Competitive Review/Analysis	5 days	Thu 2/5/04	Wed 2/11/04	NA	561
563		Notes to Chef	5 days	Thu 2/12/04	Wed 2/18/04	NA	562
564		New menus prepared	20 days	Thu 2/19/04	Wed 3/17/04	NA	563
565		Final Review	10 days	Thu 3/18/04	Wed 3/31/04	NA	564
566		Menu tasting	10 days	Thu 4/1/04	Wed 4/14/04	NA	565
567		Menu specs and costing prepared	10 days	Thu 4/15/04	Wed 4/28/04	NA	566
568		Menu Descriptions Available for Servers	10 days	Thu 4/29/04	Wed 5/12/04	NA	567
569		Dining Room - Table Tops	75 days	Thu 1/1/04	Wed 4/14/04	NA	
570		Centerpiece - PM	75 days	Thu 1/1/04	Wed 4/14/04	NA	
571		Finalize Specifications and Amount	10 days	Thu 1/1/04	Wed 1/14/04	NA	
572		Review Samples	30 days	Thu 1/15/04	Wed 2/25/04	NA	571
573		Order Selection	5 days	Thu 2/26/04	Wed 3/3/04	NA	572
574		Selection Received	30 days	Thu 3/4/04	Wed 4/14/04	NA	573

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ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
575		Vase - AM	75 days	Thu 1/1/04	Wed 4/14/04	NA	
576		Finalize Specifications and Amount	10 days	Thu 1/1/04	Wed 1/14/04	NA	
577		Review Samples	30 days	Thu 1/15/04	Wed 2/25/04	NA	576
578		Order Selection	5 days	Thu 2/26/04	Wed 3/3/04	NA	577
579		Selection Received	30 days	Thu 3/4/04	Wed 4/14/04	NA	578
580		S&P Shakers	75 days	Thu 1/1/04	Wed 4/14/04	NA	
581		Finalize Specifications and Amount	10 days	Thu 1/1/04	Wed 1/14/04	NA	
582		Review Samples	30 days	Thu 1/15/04	Wed 2/25/04	NA	581
583		Order Selection	5 days	Thu 2/26/04	Wed 3/3/04	NA	582
584		Selection Received	30 days	Thu 3/4/04	Wed 4/14/04	NA	583
585		Sugar - AM	75 days	Thu 1/1/04	Wed 4/14/04	NA	
586		Finalize Specifications and Amount	10 days	Thu 1/1/04	Wed 1/14/04	NA	
587		Review Samples	30 days	Thu 1/15/04	Wed 2/25/04	NA	586
588		Order Selection	5 days	Thu 2/26/04	Wed 3/3/04	NA	587
589		Selection Received	30 days	Thu 3/4/04	Wed 4/14/04	NA	588
590		Sugar - PM	75 days	Thu 1/1/04	Wed 4/14/04	NA	
591		Finalize Specifications and Amount	10 days	Thu 1/1/04	Wed 1/14/04	NA	
592		Review Samples	30 days	Thu 1/15/04	Wed 2/25/04	NA	591
593		Order Selection	5 days	Thu 2/26/04	Wed 3/3/04	NA	592
594		Selection Received	30 days	Thu 3/4/04	Wed 4/14/04	NA	593
595		Room Service - Table Top	75 days	Thu 1/1/04	Wed 4/14/04	NA	
596		Vase	75 days	Thu 1/1/04	Wed 4/14/04	NA	
597		Finalize Specifications and Amount	10 days	Thu 1/1/04	Wed 1/14/04	NA	
598		Review Samples	30 days	Thu 1/15/04	Wed 2/25/04	NA	597
599		Order Selection	5 days	Thu 2/26/04	Wed 3/3/04	NA	598
600		Selection Received	30 days	Thu 3/4/04	Wed 4/14/04	NA	599
601		S&P Shakers	75 days	Thu 1/1/04	Wed 4/14/04	NA	
602		Finalize Specifications and Amount	10 days	Thu 1/1/04	Wed 1/14/04	NA	
603		Review Samples	30 days	Thu 1/15/04	Wed 2/25/04	NA	602
604		Order Selection	5 days	Thu 2/26/04	Wed 3/3/04	NA	603
605		Selection Received	30 days	Thu 3/4/04	Wed 4/14/04	NA	604
606		Sugar	75 days	Thu 1/1/04	Wed 4/14/04	NA	
607		Finalize Specifications and Amount	10 days	Thu 1/1/04	Wed 1/14/04	NA	
608		Review Samples	30 days	Thu 1/15/04	Wed 2/25/04	NA	607
609		Order Selection	5 days	Thu 2/26/04	Wed 3/3/04	NA	608
610		Selection Received	30 days	Thu 3/4/04	Wed 4/14/04	NA	609
611		Banquets - Table Top	75 days	Thu 1/1/04	Wed 4/14/04	NA	
612		Centerpieces	75 days	Thu 1/1/04	Wed 4/14/04	NA	
613		Finalize Specifications and Amount	10 days	Thu 1/1/04	Wed 1/14/04	NA	
614		Review Samples	30 days	Thu 1/15/04	Wed 2/25/04	NA	613
615		Order Selection	5 days	Thu 2/26/04	Wed 3/3/04	NA	614

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ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
616		Selection Received	30 days	Thu 3/4/04	Wed 4/14/04	NA	615
617		S&P Shakers	75 days	Thu 1/1/04	Wed 4/14/04	NA	
618		Finalize Specifications and Amount	10 days	Thu 1/1/04	Wed 1/14/04	NA	
619		Review Samples	30 days	Thu 1/15/04	Wed 2/25/04	NA	618
620		Order Selection	5 days	Thu 2/26/04	Wed 3/3/04	NA	619
621		Selection Received	30 days	Thu 3/4/04	Wed 4/14/04	NA	620
622		Sugar	75 days	Thu 1/1/04	Wed 4/14/04	NA	
623		Finalize Specifications and Amount	10 days	Thu 1/1/04	Wed 1/14/04	NA	
624		Review Samples	30 days	Thu 1/15/04	Wed 2/25/04	NA	623
625		Order Selection	5 days	Thu 2/26/04	Wed 3/3/04	NA	624
626		Selection Received	30 days	Thu 3/4/04	Wed 4/14/04	NA	625
627		Creamers	75 days	Thu 1/1/04	Wed 4/14/04	NA	
628		Finalize Specifications and Amount	10 days	Thu 1/1/04	Wed 1/14/04	NA	
629		Review Samples	30 days	Thu 1/15/04	Wed 2/25/04	NA	628
630		Order Selection	5 days	Thu 2/26/04	Wed 3/3/04	NA	629
631		Selection Received	30 days	Thu 3/4/04	Wed 4/14/04	NA	630
632		Printed Materials	50 days	Thu 1/1/04	Wed 3/10/04	NA	
633		Cocktail Napkins	30 days	Thu 1/1/04	Wed 2/11/04	NA	
634		Room Service Pick-Up Cards	30 days	Thu 1/1/04	Wed 2/11/04	NA	
635		Room Service Tray Mat	30 days	Thu 1/1/04	Wed 2/11/04	NA	
636		Glass Cover	30 days	Thu 1/1/04	Wed 2/11/04	NA	
637		Menus	50 days	Thu 1/1/04	Wed 3/10/04	NA	
638		Breakfast	50 days	Thu 1/1/04	Wed 3/10/04	NA	
639		Determine Format	5 days	Thu 1/1/04	Wed 1/7/04	NA	
640		Select Menu Board	10 days	Thu 1/8/04	Wed 1/21/04	NA	639
641		Select Paper	5 days	Thu 1/22/04	Wed 1/28/04	NA	640
642		Artwork/Layout	30 days	Thu 1/29/04	Wed 3/10/04	NA	641
643		Lunch	50 days	Thu 1/1/04	Wed 3/10/04	NA	
644		Determine Format	5 days	Thu 1/1/04	Wed 1/7/04	NA	
645		Select Menu Board	10 days	Thu 1/8/04	Wed 1/21/04	NA	644
646		Select Paper	5 days	Thu 1/22/04	Wed 1/28/04	NA	645
647		Artwork/Layout	30 days	Thu 1/29/04	Wed 3/10/04	NA	646
648		Dinner	50 days	Thu 1/1/04	Wed 3/10/04	NA	
649		Determine Format	5 days	Thu 1/1/04	Wed 1/7/04	NA	
650		Select Menu Board	10 days	Thu 1/8/04	Wed 1/21/04	NA	649
651		Select Paper	5 days	Thu 1/22/04	Wed 1/28/04	NA	650
652		Artwork/Layout	30 days	Thu 1/29/04	Wed 3/10/04	NA	651
653		Wine/Beverage List	50 days	Thu 1/1/04	Wed 3/10/04	NA	
654		Determine Format	5 days	Thu 1/1/04	Wed 1/7/04	NA	
655		Select Menu Board	10 days	Thu 1/8/04	Wed 1/21/04	NA	654
656		Select Paper	5 days	Thu 1/22/04	Wed 1/28/04	NA	655

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Hotel Pre-Opening Template

ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
657		Artwork/Layout	30 days	Thu 1/29/04	Wed 3/10/04	NA	656
658		Lounge Menu	50 days	Thu 1/1/04	Wed 3/10/04	NA	
659		Determine Format	5 days	Thu 1/1/04	Wed 1/7/04	NA	
660		Select Menu Board	10 days	Thu 1/8/04	Wed 1/21/04	NA	659
661		Select Paper	5 days	Thu 1/22/04	Wed 1/28/04	NA	660
662		Artwork/Layout	30 days	Thu 1/29/04	Wed 3/10/04	NA	661
663		Afternoon Tea Menu	50 days	Thu 1/1/04	Wed 3/10/04	NA	
664		Determine Format	5 days	Thu 1/1/04	Wed 1/7/04	NA	
665		Select Menu Board	10 days	Thu 1/8/04	Wed 1/21/04	NA	664
666		Select Paper	5 days	Thu 1/22/04	Wed 1/28/04	NA	665
667		Artwork/Layout	30 days	Thu 1/29/04	Wed 3/10/04	NA	666
668		Room Service Menu	50 days	Thu 1/1/04	Wed 3/10/04	NA	
669		Determine Format	5 days	Thu 1/1/04	Wed 1/7/04	NA	
670		Select Menu Board	10 days	Thu 1/8/04	Wed 1/21/04	NA	669
671		Select Paper	5 days	Thu 1/22/04	Wed 1/28/04	NA	670
672		Artwork/Layout	30 days	Thu 1/29/04	Wed 3/10/04	NA	671
673		Door Knob Breakfast Menu	50 days	Thu 1/1/04	Wed 3/10/04	NA	
674		Determine Format	5 days	Thu 1/1/04	Wed 1/7/04	NA	
675		Select Menu Board	10 days	Thu 1/8/04	Wed 1/21/04	NA	674
676		Select Paper	5 days	Thu 1/22/04	Wed 1/28/04	NA	675
677		Artwork/Layout	30 days	Thu 1/29/04	Wed 3/10/04	NA	676
678		Mini Bar Menu	50 days	Thu 1/1/04	Wed 3/10/04	NA	
679		Determine Format	5 days	Thu 1/1/04	Wed 1/7/04	NA	
680		Select Menu Board	10 days	Thu 1/8/04	Wed 1/21/04	NA	679
681		Select Paper	5 days	Thu 1/22/04	Wed 1/28/04	NA	680
682		Artwork/Layout	30 days	Thu 1/29/04	Wed 3/10/04	NA	681
683		F&B Inventories	35 days	Thu 1/1/04	Wed 2/18/04	NA	
684		Develop Kitchen par stock	15 days	Thu 1/1/04	Wed 1/21/04	NA	
685		Develop master beverage/bar stock and wine list	15 days	Thu 1/1/04	Wed 1/21/04	NA	
686		Procure opening F&B inventories	20 days	Thu 1/22/04	Wed 2/18/04	NA	684,685
687		Select purveyors/buying program	20 days	Thu 1/22/04	Wed 2/18/04	NA	684
688		Bar Entertainment	30 days	Thu 1/1/04	Wed 2/11/04	NA	
689		Select and schedule bar entertainment	30 days	Thu 1/1/04	Wed 2/11/04	NA	
690		Banquet Menus	110 days	Thu 1/1/04	Wed 6/2/04	NA	
691		Initial draft prepared	30 days	Thu 1/1/04	Wed 2/11/04	NA	
692		Director of Catering Review	10 days	Thu 2/12/04	Wed 2/25/04	NA	691
693		Competitive Review/Analysis	10 days	Thu 2/26/04	Wed 3/10/04	NA	692
694		Notes to Chef	10 days	Thu 3/11/04	Wed 3/24/04	NA	693
695		New menus prepared	5 days	Thu 3/25/04	Wed 3/31/04	NA	694
696		Final Review	5 days	Thu 4/1/04	Wed 4/7/04	NA	695
697		Banquet menu tasting	10 days	Thu 4/8/04	Wed 4/21/04	NA	696
















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Hotel Pre-Opening Template

ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
698		Menu specs and costing prepared	20 days	Thu 4/22/04	Wed 5/19/04	NA	697
699		Menu Descriptions Available for Servers	10 days	Thu 5/20/04	Wed 6/2/04	NA	698
700		O,S&E	185 days	Thu 1/1/04	Wed 9/15/04	NA	
701		ADA Equipment	61 days	Thu 1/1/04	Thu 3/25/04	NA	
702		Finalize items & quantities	15 days	Thu 1/1/04	Wed 1/21/04	NA	
703		Review samples/pricing	20 days	Thu 1/22/04	Wed 2/18/04	NA	702
704		Order final selection	5 days	Thu 2/19/04	Wed 2/25/04	NA	703
705		Receive final selection	19 days	Thu 2/26/04	Tue 3/23/04	NA	704
706		Stock	2 days	Wed 3/24/04	Thu 3/25/04	NA	705
707		Rooms Linen	112 days	Thu 1/1/04	Fri 6/4/04	NA	
708		Develop bed linen & bath standard	30 days	Thu 1/1/04	Wed 2/11/04	NA	
709		Review samples/pricing	10 days	Thu 2/12/04	Wed 2/25/04	NA	708
710		Order final selection	5 days	Thu 2/26/04	Wed 3/3/04	NA	709
711		Receive final selection	60 days	Thu 3/4/04	Wed 5/26/04	NA	710
712		Wash	5 days	Thu 5/27/04	Wed 6/2/04	NA	711
713		Make beds/stock baths	2 days	Thu 6/3/04	Fri 6/4/04	NA	712
714		China, Glass & Silver	109 days	Thu 1/1/04	Tue 6/1/04	NA	
715		Finalize service standard & quantities	10 days	Thu 1/1/04	Wed 1/14/04	NA	
716		Review samples/pricing	30 days	Thu 1/15/04	Wed 2/25/04	NA	715
717		Order final selection	5 days	Thu 2/26/04	Wed 3/3/04	NA	716
718		Receive final selection	60 days	Thu 3/4/04	Wed 5/26/04	NA	717
719		Wash	2 days	Thu 5/27/04	Fri 5/28/04	NA	718
720		Stock	2 days	Mon 5/31/04	Tue 6/1/04	NA	719
721		Glassware-Other	109 days	Thu 1/1/04	Tue 6/1/04	NA	
722		Finalize service standard & quantities	10 days	Thu 1/1/04	Wed 1/14/04	NA	
723		Review Samples/Pricing	30 days	Thu 1/15/04	Wed 2/25/04	NA	722
724		Order Final Selection	5 days	Thu 2/26/04	Wed 3/3/04	NA	723
725		Receive Final Selection	60 days	Thu 3/4/04	Wed 5/26/04	NA	724
726		Wash	2 days	Thu 5/27/04	Fri 5/28/04	NA	725
727		Stock	2 days	Mon 5/31/04	Tue 6/1/04	NA	726
728		F&B Linen	109 days	Thu 1/1/04	Tue 6/1/04	NA	
729		Finalize service standard & quantities	10 days	Thu 1/1/04	Wed 1/14/04	NA	
730		Review Samples/Pricing	30 days	Thu 1/15/04	Wed 2/25/04	NA	729
731		Order Final Selection	5 days	Thu 2/26/04	Wed 3/3/04	NA	730
732		Receive Final Selection	60 days	Thu 3/4/04	Wed 5/26/04	NA	731
733		Wash	2 days	Thu 5/27/04	Fri 5/28/04	NA	732
734		Stock	2 days	Mon 5/31/04	Tue 6/1/04	NA	733
735		Kitchen Smallwares	109 days	Thu 1/1/04	Tue 6/1/04	NA	
736		Finalize service standard & quantities	10 days	Thu 1/1/04	Wed 1/14/04	NA	
737		Review Samples/Pricing	30 days	Thu 1/15/04	Wed 2/25/04	NA	736
738		Order Final Selection	5 days	Thu 2/26/04	Wed 3/3/04	NA	737













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ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
739		Receive Final Selection	60 days	Thu 3/4/04	Wed 5/26/04	NA	738
740		Wash	2 days	Thu 5/27/04	Fri 5/28/04	NA	739
741		Stock	2 days	Mon 5/31/04	Tue 6/1/04	NA	740
742		Banquet Equipment	109 days	Thu 1/1/04	Tue 6/1/04	NA	
743		Finalize service standard & quantities	10 days	Thu 1/1/04	Wed 1/14/04	NA	
744		Review Samples/Pricing	30 days	Thu 1/15/04	Wed 2/25/04	NA	743
745		Order Final Selection	5 days	Thu 2/26/04	Wed 3/3/04	NA	744
746		Receive Final Selection	60 days	Thu 3/4/04	Wed 5/26/04	NA	745
747		Wash	2 days	Thu 5/27/04	Fri 5/28/04	NA	746
748		Stock	2 days	Mon 5/31/04	Tue 6/1/04	NA	747
749		Select and procure grand piano	90 days	Thu 1/1/04	Wed 5/5/04	NA	
750		Guest Ice Machines	68 days	Thu 1/1/04	Mon 4/5/04	NA	
751		Review samples/pricing	30 days	Thu 1/1/04	Wed 2/11/04	NA	
752		Order final selection	5 days	Thu 2/12/04	Wed 2/18/04	NA	751
753		Receive final selection	30 days	Thu 2/19/04	Wed 3/31/04	NA	752
754		Install	3 days	Thu 4/1/04	Mon 4/5/04	NA	753
755		F&B Consumables	90 days	Thu 1/1/04	Wed 5/5/04	NA	
756		Finalize items & quantities	30 days	Thu 1/1/04	Wed 2/11/04	NA	
757		Review samples/pricing	20 days	Thu 2/12/04	Wed 3/10/04	NA	756
758		Order final selection	5 days	Thu 3/11/04	Wed 3/17/04	NA	757
759		Receive final selection	30 days	Thu 3/18/04	Wed 4/28/04	NA	758
760		Stock	5 days	Thu 4/29/04	Wed 5/5/04	NA	759
761		Guest Bath Amenities	102 days	Thu 1/1/04	Fri 5/21/04	NA	
762		Finalize items & quantities	30 days	Thu 1/1/04	Wed 2/11/04	NA	
763		Review samples/pricing	5 days	Thu 2/12/04	Wed 2/18/04	NA	762
764		Order final selection	5 days	Thu 2/19/04	Wed 2/25/04	NA	763
765		Receive final selection	60 days	Thu 2/26/04	Wed 5/19/04	NA	764
766		Stock	2 days	Thu 5/20/04	Fri 5/21/04	NA	765
767		Guestroom Amenities	85 days	Thu 1/1/04	Wed 4/28/04	NA	
768		Finalize items & quantities	30 days	Thu 1/1/04	Wed 2/11/04	NA	
769		Review samples/pricing	10 days	Thu 2/12/04	Wed 2/25/04	NA	768
770		Order final selection	5 days	Thu 2/26/04	Wed 3/3/04	NA	769
771		Receive final selection	30 days	Thu 3/4/04	Wed 4/14/04	NA	770
772		Stock	10 days	Thu 4/15/04	Wed 4/28/04	NA	771
773		Guestroom Hair Dryers	85 days	Thu 1/1/04	Wed 4/28/04	NA	
774		Finalize items & quantities	30 days	Thu 1/1/04	Wed 2/11/04	NA	
775		Review samples/pricing	10 days	Thu 2/12/04	Wed 2/25/04	NA	774
776		Order final selection	5 days	Thu 2/26/04	Wed 3/3/04	NA	775
777		Receive final selection	30 days	Thu 3/4/04	Wed 4/14/04	NA	776
778		Install	10 days	Thu 4/15/04	Wed 4/28/04	NA	777
779		Guestroom Cosmetic Mirrors	85 days	Thu 1/1/04	Wed 4/28/04	NA	















Memorable Solutions Hotel Pre-Opening Template

ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
780		Finalize items & quantities	30 days	Thu 1/1/04	Wed 2/11/04	NA	
781		Review samples/pricing	10 days	Thu 2/12/04	Wed 2/25/04	NA	780
782		Order final selection	5 days	Thu 2/26/04	Wed 3/3/04	NA	781
783		Receive final selection	30 days	Thu 3/4/04	Wed 4/14/04	NA	782
784		Install	10 days	Thu 4/15/04	Wed 4/28/04	NA	783
785		Maintenance inventory	85 days	Thu 1/1/04	Wed 4/28/04	NA	
786		Finalize items & quantities	30 days	Thu 1/1/04	Wed 2/11/04	NA	
787		Review samples/pricing	10 days	Thu 2/12/04	Wed 2/25/04	NA	786
788		Order final selection	5 days	Thu 2/26/04	Wed 3/3/04	NA	787
789		Receive final selection	30 days	Thu 3/4/04	Wed 4/14/04	NA	788
790		Stock	10 days	Thu 4/15/04	Wed 4/28/04	NA	789
791		Maintenance Tools	85 days	Thu 1/1/04	Wed 4/28/04	NA	
792		Finalize items & quantities	30 days	Thu 1/1/04	Wed 2/11/04	NA	
793		Review samples/pricing	10 days	Thu 2/12/04	Wed 2/25/04	NA	792
794		Order final selection	5 days	Thu 2/26/04	Wed 3/3/04	NA	793
795		Receive final selection	30 days	Thu 3/4/04	Wed 4/14/04	NA	794
796		Stock	10 days	Thu 4/15/04	Wed 4/28/04	NA	795
797		Maintenance Equipment	85 days	Thu 1/1/04	Wed 4/28/04	NA	
798		Finalize items & quantities	30 days	Thu 1/1/04	Wed 2/11/04	NA	
799		Review samples/pricing	10 days	Thu 2/12/04	Wed 2/25/04	NA	798
800		Order final selection	5 days	Thu 2/26/04	Wed 3/3/04	NA	799
801		Receive final selection	30 days	Thu 3/4/04	Wed 4/14/04	NA	800
802		Stock	10 days	Thu 4/15/04	Wed 4/28/04	NA	801
803		Housekeeping Equipment	85 days	Thu 1/1/04	Wed 4/28/04	NA	
804		Finalize items & quantities	30 days	Thu 1/1/04	Wed 2/11/04	NA	
805		Review samples/pricing	10 days	Thu 2/12/04	Wed 2/25/04	NA	804
806		Order final selection	5 days	Thu 2/26/04	Wed 3/3/04	NA	805
807		Receive final selection	30 days	Thu 3/4/04	Wed 4/14/04	NA	806
808		Stock	10 days	Thu 4/15/04	Wed 4/28/04	NA	807
809		Housekeeping Guest Consumables	85 days	Thu 1/1/04	Wed 4/28/04	NA	
810		Finalize items & quantities	30 days	Thu 1/1/04	Wed 2/11/04	NA	
811		Review samples/pricing	10 days	Thu 2/12/04	Wed 2/25/04	NA	810
812		Order final selection	5 days	Thu 2/26/04	Wed 3/3/04	NA	811
813		Receive final selection	30 days	Thu 3/4/04	Wed 4/14/04	NA	812
814		Stock	10 days	Thu 4/15/04	Wed 4/28/04	NA	813
815		Housekeeping Cleaning Supplies	85 days	Thu 1/1/04	Wed 4/28/04	NA	
816		Finalize items & quantities	30 days	Thu 1/1/04	Wed 2/11/04	NA	
817		Review samples/pricing	10 days	Thu 2/12/04	Wed 2/25/04	NA	816
818		Order final selection	5 days	Thu 2/26/04	Wed 3/3/04	NA	817
819		Receive final selection	30 days	Thu 3/4/04	Wed 4/14/04	NA	818
820		Stock	10 days	Thu 4/15/04	Wed 4/28/04	NA	819
















Memorable Solutions Hotel Pre-Opening Template

ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
821		Spa Equipment	85 days	Thu 1/1/04	Wed 4/28/04	NA	
822		Finalize items & quantities	30 days	Thu 1/1/04	Wed 2/11/04	NA	
823		Review samples/pricing	10 days	Thu 2/12/04	Wed 2/25/04	NA	822
824		Order final selection	5 days	Thu 2/26/04	Wed 3/3/04	NA	823
825		Receive final selection	30 days	Thu 3/4/04	Wed 4/14/04	NA	824
826		Stock	10 days	Thu 4/15/04	Wed 4/28/04	NA	825
827		Spa Guest Consumables	85 days	Thu 1/1/04	Wed 4/28/04	NA	
828		Finalize items & quantities	30 days	Thu 1/1/04	Wed 2/11/04	NA	
829		Review samples/pricing	10 days	Thu 2/12/04	Wed 2/25/04	NA	828
830		Order final selection	5 days	Thu 2/26/04	Wed 3/3/04	NA	829
831		Receive final selection	30 days	Thu 3/4/04	Wed 4/14/04	NA	830
832		Stock	10 days	Thu 4/15/04	Wed 4/28/04	NA	831
833		Spa Cleaning Supplies	85 days	Thu 1/1/04	Wed 4/28/04	NA	
834		Finalize items & quantities	30 days	Thu 1/1/04	Wed 2/11/04	NA	
835		Review samples/pricing	10 days	Thu 2/12/04	Wed 2/25/04	NA	834
836		Order final selection	5 days	Thu 2/26/04	Wed 3/3/04	NA	835
837		Receive final selection	30 days	Thu 3/4/04	Wed 4/14/04	NA	836
838		Stock	10 days	Thu 4/15/04	Wed 4/28/04	NA	837
839		Rooms Print & Stationary (Registration, key packet, etc.)	90 days	Thu 1/1/04	Wed 5/5/04	NA	
840		Guest Services Directory	90 days	Thu 1/1/04	Wed 5/5/04	NA	
841		Review Samples	10 days	Thu 1/1/04	Wed 1/14/04	NA	
842		Develop content/mock-up	30 days	Thu 1/15/04	Wed 2/25/04	NA	841
843		Review proof	20 days	Thu 2/26/04	Wed 3/24/04	NA	842
844		Print final collateral	30 days	Thu 3/25/04	Wed 5/5/04	NA	843
845		Key Packet	90 days	Thu 1/1/04	Wed 5/5/04	NA	
846		Review Samples	10 days	Thu 1/1/04	Wed 1/14/04	NA	
847		Develop content/mock-up	30 days	Thu 1/15/04	Wed 2/25/04	NA	846
848		Review proof	20 days	Thu 2/26/04	Wed 3/24/04	NA	847
849		Print final collateral	30 days	Thu 3/25/04	Wed 5/5/04	NA	848
850		Develop registration/check-out system and collateral	90 days	Thu 1/1/04	Wed 5/5/04	NA	
851		Review Samples	10 days	Thu 1/1/04	Wed 1/14/04	NA	
852		Develop content/mock-up	30 days	Thu 1/15/04	Wed 2/25/04	NA	851
853		Review proof	20 days	Thu 2/26/04	Wed 3/24/04	NA	852
854		Print final collateral	30 days	Thu 3/25/04	Wed 5/5/04	NA	853
855		Administration/Sales Print & Stationary (paper system)	90 days	Thu 1/1/04	Wed 5/5/04	NA	
856		Review Samples	10 days	Thu 1/1/04	Wed 1/14/04	NA	
857		Develop content/mock-up	30 days	Thu 1/15/04	Wed 2/25/04	NA	856
858		Review proof	20 days	Thu 2/26/04	Wed 3/24/04	NA	857
859		Print final collateral	30 days	Thu 3/25/04	Wed 5/5/04	NA	858
860		Uniforms	185 days	Thu 1/1/04	Wed 9/15/04	NA	
861		Review samples	45 days	Thu 1/1/04	Wed 3/3/04	NA	











Memorable Solutions Hotel Pre-Opening Template

ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
862		Develop custom pieces	60 days	Thu 3/4/04	Wed 5/26/04	NA	861
863		Review custom samples	10 days	Thu 5/27/04	Wed 6/9/04	NA	862
864		Make final selections	10 days	Thu 6/10/04	Wed 6/23/04	NA	863
865		Procure custom pieces	60 days	Thu 6/24/04	Wed 9/15/04	NA	864
866		Procure stock pieces	30 days	Thu 6/24/04	Wed 8/4/04	NA	864
867		Front Office Supplies	42 days	Thu 1/1/04	Fri 2/27/04	NA	
868		Finalize items & quantities	10 days	Thu 1/1/04	Wed 1/14/04	NA	
869		Review samples/pricing	10 days	Thu 1/15/04	Wed 1/28/04	NA	868
870		Order final selection	5 days	Thu 1/29/04	Wed 2/4/04	NA	869
871		Receive final selection	15 days	Thu 2/5/04	Wed 2/25/04	NA	870
872		Stock	2 days	Thu 2/26/04	Fri 2/27/04	NA	871
873		Front Office Equipment	35 days	Thu 1/1/04	Wed 2/18/04	NA	
874		Finalize items & quantities	10 days	Thu 1/1/04	Wed 1/14/04	NA	
875		Review samples/pricing	5 days	Thu 1/15/04	Wed 1/21/04	NA	874
876		Order final selection	5 days	Thu 1/22/04	Wed 1/28/04	NA	875
877		Receive final selection	10 days	Thu 1/29/04	Wed 2/11/04	NA	876
878		Stock	5 days	Thu 2/12/04	Wed 2/18/04	NA	877
879		Administration Supplies	35 days	Thu 1/1/04	Wed 2/18/04	NA	
880		Finalize items & quantities	10 days	Thu 1/1/04	Wed 1/14/04	NA	
881		Review samples/pricing	5 days	Thu 1/15/04	Wed 1/21/04	NA	880
882		Order final selection	5 days	Thu 1/22/04	Wed 1/28/04	NA	881
883		Receive final selection	10 days	Thu 1/29/04	Wed 2/11/04	NA	882
884		Stock	5 days	Thu 2/12/04	Wed 2/18/04	NA	883
885		Shelving	45 days	Thu 1/1/04	Wed 3/3/04	NA	
886		Determine shelving needs	10 days	Thu 1/1/04	Wed 1/14/04	NA	
887		Order shelving	5 days	Thu 1/15/04	Wed 1/21/04	NA	886
888		Shelving received	20 days	Thu 1/22/04	Wed 2/18/04	NA	887
889		Install shelving	10 days	Thu 2/19/04	Wed 3/3/04	NA	888
890		Office Furniture- Back Of House	60 days	Thu 1/1/04	Wed 3/24/04	NA	
891		Develop Furniture Plan	15 days	Thu 1/1/04	Wed 1/21/04	NA	
892		Review samples/pricing	5 days	Thu 1/22/04	Wed 1/28/04	NA	891
893		Order final selection	5 days	Thu 1/29/04	Wed 2/4/04	NA	892
894		Receive final selection	30 days	Thu 2/5/04	Wed 3/17/04	NA	893
895		Install	5 days	Thu 3/18/04	Wed 3/24/04	NA	894
896		Office Equipment	90 days	Thu 1/1/04	Wed 5/5/04	NA	
897		Hotel Safe	45 days	Thu 1/1/04	Wed 3/3/04	NA	
898		Copy Machines	90 days	Thu 1/1/04	Wed 5/5/04	NA	
899		Finalize items & quantities	20 days	Thu 1/1/04	Wed 1/28/04	NA	
900		Review samples/pricing	30 days	Thu 1/29/04	Wed 3/10/04	NA	899
901		Order final selection	5 days	Thu 3/11/04	Wed 3/17/04	NA	900
902		Receive final selection	30 days	Thu 3/18/04	Wed 4/28/04	NA	901




















Memorable Solutions Hotel Pre-Opening Template

ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
903		Install	5 days	Thu 4/29/04	Wed 5/5/04	NA	902
904		Postage Machine	90 days	Thu 1/1/04	Wed 5/5/04	NA	
905		Finalize items & quantities	20 days	Thu 1/1/04	Wed 1/28/04	NA	
906		Review samples/pricing	30 days	Thu 1/29/04	Wed 3/10/04	NA	905
907		Order final selection	5 days	Thu 3/11/04	Wed 3/17/04	NA	906
908		Receive final selection	30 days	Thu 3/18/04	Wed 4/28/04	NA	907
909		Install	5 days	Thu 4/29/04	Wed 5/5/04	NA	908
910		Fax Machines	90 days	Thu 1/1/04	Wed 5/5/04	NA	
911		Finalize items & quantities	20 days	Thu 1/1/04	Wed 1/28/04	NA	
912		Review samples/pricing	30 days	Thu 1/29/04	Wed 3/10/04	NA	911
913		Order final selection	5 days	Thu 3/11/04	Wed 3/17/04	NA	912
914		Receive final selection	30 days	Thu 3/18/04	Wed 4/28/04	NA	913
915		Install	5 days	Thu 4/29/04	Wed 5/5/04	NA	914
916		Computers/Printers	90 days	Thu 1/1/04	Wed 5/5/04	NA	
917		Finalize items & quantities	20 days	Thu 1/1/04	Wed 1/28/04	NA	
918		Review samples/pricing	30 days	Thu 1/29/04	Wed 3/10/04	NA	917
919		Order final selection	5 days	Thu 3/11/04	Wed 3/17/04	NA	918
920		Receive final selection	30 days	Thu 3/18/04	Wed 4/28/04	NA	919
921		Install	5 days	Thu 4/29/04	Wed 5/5/04	NA	920
922		Pool Equipment	90 days	Thu 1/1/04	Wed 5/5/04	NA	
923		Finalize items & quantities	20 days	Thu 1/1/04	Wed 1/28/04	NA	
924		Review samples/pricing	30 days	Thu 1/29/04	Wed 3/10/04	NA	923
925		Order final selection	5 days	Thu 3/11/04	Wed 3/17/04	NA	924
926		Receive final selection	30 days	Thu 3/18/04	Wed 4/28/04	NA	925
927		Install	5 days	Thu 4/29/04	Wed 5/5/04	NA	926
928		Guestroom Safes	90 days	Thu 1/1/04	Wed 5/5/04	NA	
929		Finalize items & quantities	20 days	Thu 1/1/04	Wed 1/28/04	NA	
930		Review samples/pricing	30 days	Thu 1/29/04	Wed 3/10/04	NA	929
931		Order final selection	5 days	Thu 3/11/04	Wed 3/17/04	NA	930
932		Receive final selection	30 days	Thu 3/18/04	Wed 4/28/04	NA	931
933		Install	5 days	Thu 4/29/04	Wed 5/5/04	NA	932
934		Security	90 days	Thu 1/1/04	Wed 5/5/04	NA	
935		Two-way radios	90 days	Thu 1/1/04	Wed 5/5/04	NA	
936		Finalize items & quantities	20 days	Thu 1/1/04	Wed 1/28/04	NA	
937		Review samples/pricing	30 days	Thu 1/29/04	Wed 3/10/04	NA	936
938		Order final selection	5 days	Thu 3/11/04	Wed 3/17/04	NA	937
939		Receive final selection	30 days	Thu 3/18/04	Wed 4/28/04	NA	938
940		Install	5 days	Thu 4/29/04	Wed 5/5/04	NA	939
941		Monitoring System	90 days	Thu 1/1/04	Wed 5/5/04	NA	
942		Finalize items & quantities	20 days	Thu 1/1/04	Wed 1/28/04	NA	
943		Review samples/pricing	30 days	Thu 1/29/04	Wed 3/10/04	NA	942









Memorable Solutions Hotel Pre-Opening Template

ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
944		Order final selection	5 days	Thu 3/11/04	Wed 3/17/04	NA	943
945		Receive final selection	30 days	Thu 3/18/04	Wed 4/28/04	NA	944
946		Install	5 days	Thu 4/29/04	Wed 5/5/04	NA	945
947		Keys	85 days	Thu 1/1/04	Wed 4/28/04	NA	
948		Finalize items & quantities	20 days	Thu 1/1/04	Wed 1/28/04	NA	
949		Review samples/pricing	30 days	Thu 1/29/04	Wed 3/10/04	NA	948
950		Order final selection	5 days	Thu 3/11/04	Wed 3/17/04	NA	949
951		Receive final selection	30 days	Thu 3/18/04	Wed 4/28/04	NA	950
952		Stanchions	85 days	Thu 1/1/04	Wed 4/28/04	NA	
953		Finalize items & quantities	20 days	Thu 1/1/04	Wed 1/28/04	NA	
954		Review samples/pricing	30 days	Thu 1/29/04	Wed 3/10/04	NA	953
955		Order final selection	5 days	Thu 3/11/04	Wed 3/17/04	NA	954
956		Receive final selection	30 days	Thu 3/18/04	Wed 4/28/04	NA	955
957		Sales & Marketing	422.25 days	Thu 1/1/04	Mon 8/15/05	NA	
958		Marketing Plan	55 days	Thu 5/6/04	Wed 7/21/04	NA	
959		Purpose	5 days	Thu 5/6/04	Wed 5/12/04	NA	230
960		Story	10 days	Thu 5/13/04	Wed 5/26/04	NA	
961		Design	10 days	Thu 5/13/04	Wed 5/26/04	NA	959
962		Care	10 days	Thu 5/13/04	Wed 5/26/04	NA	959
963		Authenticity	10 days	Thu 5/13/04	Wed 5/26/04	NA	959
964		Competition Analysis	20 days	Thu 5/13/04	Wed 6/9/04	NA	959
965		Pricing Analysis	10 days	Thu 6/10/04	Wed 6/23/04	NA	964
966		Spreading The Word	20 days	Thu 6/24/04	Wed 7/21/04	NA	
967		Website/E-Commerce	10 days	Thu 6/24/04	Wed 7/7/04	NA	965
968		Publicity	10 days	Thu 6/24/04	Wed 7/7/04	NA	965
969		Promotions	10 days	Thu 6/24/04	Wed 7/7/04	NA	965
970		Sales Goals and Action Plans	10 days	Thu 7/8/04	Wed 7/21/04	NA	969
971		Revenue Management	75 days	Sat 5/1/04	Fri 8/13/04	NA	
972		Implement group pace report	5 days	Sat 5/1/04	Fri 5/7/04	NA	228
973		Implement group evaluator model	5 days	Sat 5/8/04	Fri 5/14/04	NA	972
974		Establish stretch goals for Convention Services	5 days	Mon 5/17/04	Fri 5/21/04	NA	973
975		Establish group room contribution goals for Sales	5 days	Sat 5/22/04	Fri 5/28/04	NA	974
976		Develop daily transient demand by season	5 days	Mon 5/31/04	Fri 6/4/04	NA	975
977		Set SST's	5 days	Mon 6/7/04	Fri 6/11/04	NA	976
978		PMS Training	5 days	Sat 6/12/04	Fri 6/18/04	NA	977
979		Set restrictions in PMS	5 days	Mon 6/21/04	Fri 6/25/04	NA	978
980		Implement Rate Codes In PMS	5 days	Mon 6/28/04	Fri 7/2/04	NA	979
981		Enter Packages Into PMS	5 days	Mon 7/5/04	Fri 7/9/04	NA	980
982		Develop Merchandising Meeting agenda	5 days	Sat 7/10/04	Fri 7/16/04	NA	981
983		Develop daily/weekly/monthly reporting	5 days	Mon 7/19/04	Fri 7/23/04	NA	982
984		Develop forecasting system (daily, weekly, monthly, annual)	5 days	Mon 7/26/04	Fri 7/30/04	NA	983










Memorable Solutions Hotel Pre-Opening Template

ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
985		Develop Selling Strategy Calendar	5 days	Mon 8/2/04	Fri 8/6/04	NA	984
986		Set Initial Selling Strategies	5 days	Mon 8/9/04	Fri 8/13/04	NA	985
987		Reservations	37 days	Thu 1/1/04	Fri 2/20/04	NA	
988		Guest Letters	25 days	Thu 1/1/04	Wed 2/4/04	NA	
989		Complete Basic Confirmation Letter	15 days	Thu 1/1/04	Wed 1/21/04	NA	
990		Complete Current Package Confirmation Letters	5 days	Thu 1/22/04	Wed 1/28/04	NA	989
991		Create Insert with Cancellation/Change Policy	5 days	Thu 1/29/04	Wed 2/4/04	NA	990
992		Gift Certificates	33 days	Thu 1/1/04	Mon 2/16/04	NA	
993		Develop Gift Certificate Options	3 days	Thu 1/1/04	Mon 1/5/04	NA	
994		Develop SOP's	30 days	Tue 1/6/04	Mon 2/16/04	NA	993
995		On-Hold Message	20 days	Thu 1/1/04	Wed 1/28/04	NA	
996		Complete On-Hold Message Recording	10 days	Thu 1/1/04	Wed 1/14/04	NA	
997		Install On-Hold Message	10 days	Thu 1/15/04	Wed 1/28/04	NA	996
998		Pre-Opening Callers and Drop In's	37 days	Thu 1/1/04	Fri 2/20/04	NA	
999		Phone Line Allocation	10 days	Thu 1/1/04	Wed 1/14/04	NA	
1000		Develop SOP's	30 days	Thu 1/1/04	Wed 2/11/04	NA	
1001		Develop Telephone Scripting	7 days	Thu 1/1/04	Fri 1/9/04	NA	
1002		Staff Training	30 days	Mon 1/12/04	Fri 2/20/04	NA	1001
1003		Training	35 days	Thu 1/1/04	Wed 2/18/04	NA	
1004		Select Third Party Sales Training Program	30 days	Thu 1/1/04	Wed 2/11/04	NA	
1005		Schedule Training	5 days	Thu 2/12/04	Wed 2/18/04	NA	1004
1006		Packaging	50 days	Thu 1/1/04	Wed 3/10/04	NA	
1007		Evaluate Valley Periods and Need Areas	30 days	Thu 1/1/04	Wed 2/11/04	NA	
1008		Develop Packages	10 days	Thu 2/12/04	Wed 2/25/04	NA	1007
1009		Develop Schedule For Package Roll Outs	10 days	Thu 2/26/04	Wed 3/10/04	NA	1008
1010		Names	12 days	Thu 1/1/04	Fri 1/16/04	NA	
1011		Conduct Area/Suite Naming Exercise	10 days	Thu 1/1/04	Wed 1/14/04	NA	
1012		Add to Fact Sheet	2 days	Thu 1/15/04	Fri 1/16/04	NA	1011
1013		Select AV provider	110 days	Thu 1/1/04	Wed 6/2/04	NA	
1014		Determine scope of work	30 days	Thu 1/1/04	Wed 2/11/04	NA	
1015		Compile list of bidders and interview	10 days	Thu 2/12/04	Wed 2/25/04	NA	1014
1016		Receive proposals	30 days	Thu 2/26/04	Wed 4/7/04	NA	1015
1017		Award contract	10 days	Thu 4/8/04	Wed 4/21/04	NA	1016
1018		Develop AV Services Brochure	30 days	Thu 4/22/04	Wed 6/2/04	NA	1017
1019		SOP'S/Office Organization	60 days	Thu 1/1/04	Wed 3/24/04	NA	
1020		Develop sales proposals & contracts	30 days	Thu 1/1/04	Wed 2/11/04	NA	
1021		Implement Account Coverage Program	30 days	Thu 1/1/04	Wed 2/11/04	NA	
1022		Contract shopping service for Sales Managers	30 days	Thu 1/1/04	Wed 2/11/04	NA	
1023		Develop repeat guest program	60 days	Thu 1/1/04	Wed 3/24/04	NA	
1024		Direct Sales (Pre-opening)	70 days	Thu 1/1/04	Wed 4/7/04	NA	
1025		Complete Catering blitz of CBD	30 days	Thu 1/1/04	Wed 2/11/04	NA	





Memorable Solutions Hotel Pre-Opening Template

ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
1026		Complete Business Travel blitz of CBD	60 days	Thu 1/1/04	Wed 3/24/04	NA	
1027		Leisure individual	70 days	Thu 1/1/04	Wed 4/7/04	NA	
1028		Identify direct mail/e-mail databases for leisure markets	60 days	Thu 1/1/04	Wed 3/24/04	NA	
1029		Initiate direct mail/e-mail campaign	10 days	Thu 3/25/04	Wed 4/7/04	NA	1028
1030		Spreading The Word	422.25 days	Thu 1/1/04	Mon 8/15/05	NA	
1031		Image/Brand	92 days	Thu 7/22/04	Fri 11/26/04	NA	
1032		Conduct Image/Brand Exercise	2 days	Thu 7/22/04	Fri 7/23/04	NA	958
1033		Develop Positioning Statement	10 days	Mon 7/26/04	Fri 8/6/04	NA	1032
1034		Develop Tag Lines	10 days	Mon 8/9/04	Fri 8/20/04	NA	1033
1035		Develop Logo(s)	60 days	Mon 7/26/04	Fri 10/15/04	NA	1032
1036		Develop Graphics Standards Manual	30 days	Mon 10/18/04	Fri 11/26/04	NA	1035
1037		Advertising	401.25 days	Fri 1/30/04	Mon 8/15/05	NA	
1038		Develop advertising/media plan by market segment	30 days	Fri 1/30/04	Mon 12/6/04	NA	1031
1039		Create advertising	90 days	Mon 12/6/04	Mon 4/11/05	NA	1038
1040		Media buys	30 days	Mon 4/11/05	Mon 5/23/05	NA	1039
1041		Establish Tracking Mechanism for advertising campaign	30 days	Mon 5/23/05	Mon 7/4/05	NA	1039,1040
1042		Launch advertising campaign	30 days	Mon 7/4/05	Mon 8/15/05	NA	1041
1043		Establish listings in directories (HTI, OHG, OAG, Official meeting facilities guide)	60 days	Mon 11/29/04	Fri 2/18/05	NA	1031
1044		Develop in-room TV Promotion Video	120 days	Mon 11/29/04	Fri 5/13/05	NA	1031
1045		Establish local yellow pages line listing	30 days	Fri 1/30/04	Mon 12/13/04	NA	1031
1046		Evaluate potential of co-op advertising with CVB, etc.	30 days	Mon 12/6/04	Mon 1/17/05	NA	1038
1047		Affiliations	90 days	Thu 1/1/04	Wed 5/5/04	NA	
1048		Determine Need (Mobil, AAA, Preferred, LHW, etc.)	30 days	Thu 1/1/04	Wed 2/11/04	NA	
1049		Coordinate Inspections	60 days	Thu 2/12/04	Wed 5/5/04	NA	1048
1050		Establish Lodging Association Membership	30 days	Thu 1/1/04	Wed 2/11/04	NA	
1051		Establish Restaurant Association Membership	30 days	Thu 1/1/04	Wed 2/11/04	NA	
1052		Establish Chamber Membership	30 days	Thu 1/1/04	Wed 2/11/04	NA	
1053		Sales Collateral	170 days	Thu 1/1/04	Wed 8/25/04	NA	
1054		Develop facilities guide/presentation folder	60 days	Thu 1/1/04	Wed 3/24/04	NA	
1055		Develop Pre-Opening Brochure	90 days	Thu 1/1/04	Wed 5/5/04	NA	
1056		Develop Permanent Brochure	90 days	Thu 4/22/04	Wed 8/25/04	NA	1063
1057		Develop Spa Brochure	60 days	Thu 4/22/04	Wed 7/14/04	NA	1063
1058		Develop ancillary sales collateral/stationery	45 days	Thu 1/1/04	Wed 3/3/04	NA	
1059		Develop Press Kit	45 days	Thu 1/1/04	Wed 3/3/04	NA	
1060		Develop Property Maps	45 days	Thu 1/1/04	Wed 3/3/04	NA	
1061		Develop Key Card Design	45 days	Thu 1/1/04	Wed 3/3/04	NA	
1062		Develop Tariff Cards	30 days	Thu 1/1/04	Wed 2/11/04	NA	
1063		Photography/Video	80 days	Thu 1/1/04	Wed 4/21/04	NA	
1064		Coordinate photo shoot for permanent brochure	30 days	Thu 1/1/04	Wed 2/11/04	NA	
1065		Photo shoot	10 days	Thu 2/12/04	Wed 2/25/04	NA	1064
1066		Photography available	20 days	Thu 2/26/04	Wed 3/24/04	NA	1065








Memorable Solutions Hotel Pre-Opening Template

ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
1067		Video Shoot	10 days	Thu 2/26/04	Wed 3/10/04	NA	1065
1068		Video Available	30 days	Thu 3/11/04	Wed 4/21/04	NA	1067
1069		Public Relations	335.01 days	Thu 1/1/04	Thu 4/14/05	NA	
1070		Hire PR Firm	45 days	Thu 5/6/04	Wed 7/7/04	NA	230
1071		Develop Media Kit	165 days	Thu 1/1/04	Wed 8/18/04	NA	
1072		Write the Story	30 days	Thu 7/8/04	Wed 8/18/04	NA	960,1070
1073		Develop hotel fact sheet	5 days	Thu 1/1/04	Thu 7/8/04	NA	1070
1074		Develop Bio's	10 days	Thu 7/8/04	Wed 7/21/04	NA	219,1070
1075		Select Photography	5 days	Thu 7/8/04	Wed 7/14/04	NA	1066,1070
1076		Solicit Editorials	30 days	Thu 8/19/04	Wed 9/29/04	NA	1071
1077		Develop Media Visit Schedule	30 days	Thu 9/30/04	Wed 11/10/04	NA	1076
1078		Develop community/regional partnerships (Arts, Film, etc.)	60 days	Thu 7/8/04	Wed 9/29/04	NA	1070
1079		Establish listing/contact with local organizations (Chamber, CVB, etc.)	30 days	Thu 1/1/04	Thu 7/8/04	NA	1070
1080		Soft-opening PR Activities	210 days	Thu 1/1/04	#####	NA	
1081		Establish Pre-opening Date	1 day	Thu 1/1/04	Thu 7/22/04	NA	427
1082		Gifts	95 days	Thu 5/6/04	Wed 9/15/04	NA	
1083		Select Client/VIP Gifts	20 days	Thu 7/8/04	Wed 8/4/04	NA	1070
1084		Procure Client/VIP Gifts	30 days	Thu 8/5/04	Wed 9/15/04	NA	1083
1085		Select Staff/Management Gifts	20 days	Thu 5/6/04	Wed 6/2/04	NA	230
1086		Procure Staff/Management Gifts	30 days	Thu 6/3/04	Wed 7/14/04	NA	1085
1087		Construction Party	205 days	Thu 1/1/04	#####	NA	
1088		Determine list of attendees	20 days	Thu 1/1/04	Thu 5/6/04	NA	230
1089		Determine dates	10 days	Thu 1/1/04	Thu 5/6/04	NA	230
1090		Develop invitation	20 days	Thu 5/6/04	Thu 6/3/04	NA	1088,1089
1091		Develop invitation lists	23 days	Thu 5/6/04	Tue 6/8/04	NA	1088,1089
1092		Mail invitations	5 days	Thu 6/3/04	Thu 6/10/04	NA	1090
1093		Detail events	70 days	Thu 7/8/04	#####	NA	
1094		Develop Program	10 days	Thu 7/8/04	Wed 7/21/04	NA	1070
1095		Budget	5 days	Thu 7/22/04	Wed 7/28/04	NA	1094
1096		Staffing Needs	5 days	Thu 7/29/04	Wed 8/4/04	NA	1095
1097		Parking and Transportation	5 days	Thu 7/22/04	Wed 7/28/04	NA	1094
1098		Floral and Decorations	5 days	Thu 7/22/04	Wed 7/28/04	NA	1094
1099		Entertainment	20 days	Thu 7/22/04	Wed 8/18/04	NA	1094
1100		Photography	10 days	Thu 7/22/04	Wed 8/4/04	NA	1094
1101		F&B	60 days	Thu 7/22/04	#####	NA	
1102		Develop Menus	20 days	Thu 7/22/04	Wed 8/18/04	NA	1094
1103		Procure Food	20 days	Thu 8/19/04	Wed 9/15/04	NA	1102
1104		Procure Beverage	20 days	Thu 8/19/04	Wed 9/15/04	NA	1102
1105		Develop Amenities	20 days	Thu 7/22/04	Wed 8/18/04	NA	1094
1106		Procure Rentals	20 days	Thu 9/16/04	Wed 10/13/04	NA	1094,1104,11
1107		Pre-opening receptions	170.21 days	Thu 1/1/04	Thu 8/26/04	NA	


















Memorable Solutions Hotel Pre-Opening Template

ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
1108		Determine list of target groups	20 days	Thu 1/1/04	Thu 7/22/04	NA	1081
1109		Determine dates	10 days	Thu 1/1/04	Thu 7/22/04	NA	1081
1110		Develop invitation	20 days	Thu 7/22/04	Thu 8/19/04	NA	1108,1109
1111		Develop invitation lists	23 days	Thu 7/22/04	Tue 8/24/04	NA	1108,1109
1112		Mail invitations	5 days	Thu 8/19/04	Thu 8/26/04	NA	1110
1113		Detail events	70 days	Thu 1/1/04	Wed 4/7/04	NA	
1114		Develop Program	10 days	Thu 1/1/04	Wed 1/14/04	NA	
1115		Budget	5 days	Thu 1/15/04	Wed 1/21/04	NA	1114
1116		Staffing Needs	5 days	Thu 1/22/04	Wed 1/28/04	NA	1115
1117		Parking and Transportation	5 days	Thu 1/15/04	Wed 1/21/04	NA	1114
1118		Floral and Decorations	5 days	Thu 1/15/04	Wed 1/21/04	NA	1114
1119		Entertainment	20 days	Thu 1/15/04	Wed 2/11/04	NA	1114
1120		Photography	10 days	Thu 1/15/04	Wed 1/28/04	NA	1114
1121		F&B	60 days	Thu 1/15/04	Wed 4/7/04	NA	
1122		Develop Menus	20 days	Thu 1/15/04	Wed 2/11/04	NA	1114
1123		Procure Food	20 days	Thu 2/12/04	Wed 3/10/04	NA	1122
1124		Procure Beverage	20 days	Thu 2/12/04	Wed 3/10/04	NA	1122
1125		Develop Amenities	20 days	Thu 1/15/04	Wed 2/11/04	NA	1114
1126		Procure Rentals	20 days	Thu 3/11/04	Wed 4/7/04	NA	1114,1124,11
1127		Media Breakfast/Party	210 days	Thu 1/1/04	#####	NA	
1128		Determine list of target groups	1 day	Thu 1/1/04	Thu 1/1/04	NA	
1129		Determine date	25 days	Fri 7/2/04	Thu 8/5/04	NA	1081
1130		Develop invitation	30 days	Fri 8/6/04	Thu 9/16/04	NA	1129
1131		Develop invitation lists	19 days	Fri 9/17/04	Wed 10/13/04	NA	1130
1132		Mail invitations	5 days	Thu 10/14/04	Wed 10/20/04	NA	1131
1133		Detail events	70 days	Thu 1/1/04	Wed 4/7/04	NA	
1134		Develop Program	10 days	Thu 1/1/04	Wed 1/14/04	NA	
1135		Budget	5 days	Thu 1/15/04	Wed 1/21/04	NA	1134
1136		Staffing Needs	5 days	Thu 1/22/04	Wed 1/28/04	NA	1135
1137		Parking and Transportation	5 days	Thu 1/15/04	Wed 1/21/04	NA	1134
1138		Floral and Decorations	5 days	Thu 1/15/04	Wed 1/21/04	NA	1134
1139		Entertainment	20 days	Thu 1/15/04	Wed 2/11/04	NA	1134
1140		Photography	10 days	Thu 1/15/04	Wed 1/28/04	NA	1134
1141		F&B	60 days	Thu 1/15/04	Wed 4/7/04	NA	
1142		Develop Menus	20 days	Thu 1/15/04	Wed 2/11/04	NA	1134
1143		Procure Food	20 days	Thu 2/12/04	Wed 3/10/04	NA	1142
1144		Procure Beverage	20 days	Thu 2/12/04	Wed 3/10/04	NA	1142
1145		Develop Amenities	20 days	Thu 1/15/04	Wed 2/11/04	NA	1134
1146		Procure Rentals	20 days	Thu 3/11/04	Wed 4/7/04	NA	1134,1144,11
1147		Trial Visits	30 days	Thu 4/8/04	Wed 5/19/04	NA	
1148		Management/Staff Overnights for Testing	10 days	Thu 4/8/04	Wed 4/21/04	NA	1133























Memorable Solutions Hotel Pre-Opening Template

ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
1149		Friends & Family Overnights	10 days	Thu 4/22/04	Wed 5/5/04	NA	1148
1150		VIP Overnights	10 days	Thu 5/6/04	Wed 5/19/04	NA	1149
1151		Grand Opening	335.01 days	Thu 1/1/04	Thu 4/14/05	NA	
1152		Hotel Opening Date	30 days	Thu 7/22/04	Wed 9/1/04	NA	427
1153		Determine list of target groups	20 days	Thu 1/1/04	Wed 1/28/04	NA	
1154		Determine date	120 days	Thu 7/22/04	Thu 1/6/05	NA	1081
1155		Develop invitation	30 days	Thu 1/6/05	Thu 2/17/05	NA	1154
1156		Develop invitation lists	29 days	Thu 1/29/04	Tue 3/9/04	NA	1153
1157		Mail invitations	5 days	Thu 2/17/05	Thu 2/24/05	NA	1155
1158		Detail events	286.01 days	Wed 3/10/04	Thu 4/14/05	NA	
1159		Develop Program	10 days	Thu 1/6/05	Thu 1/20/05	NA	1154
1160		Budget	5 days	Thu 1/20/05	Thu 1/27/05	NA	1159
1161		Staffing Needs	5 days	Thu 1/27/05	Thu 2/3/05	NA	1160
1162		Parking and Transportation	5 days	Thu 1/20/05	Thu 1/27/05	NA	1159
1163		Floral and Decorations	5 days	Thu 1/20/05	Thu 1/27/05	NA	1159
1164		Entertainment	20 days	Thu 1/20/05	Thu 2/17/05	NA	1159
1165		Develop Ancillary Activities for Guests	30 days	Thu 1/20/05	Thu 3/3/05	NA	1159
1166		Procure Off-site Lodging	30 days	Wed 3/10/04	Tue 4/20/04	NA	1156
1167		Photography	10 days	Thu 1/20/05	Thu 2/3/05	NA	1159
1168		F&B	60 days	Thu 1/20/05	Thu 4/14/05	NA	
1169		Develop Menus	20 days	Thu 1/20/05	Thu 2/17/05	NA	1159
1170		Procure Food	20 days	Thu 2/17/05	Thu 3/17/05	NA	1169
1171		Procure Beverage	20 days	Thu 2/17/05	Thu 3/17/05	NA	1169
1172		Develop Amenities	20 days	Thu 1/20/05	Thu 2/17/05	NA	1159
1173		Procure Rentals	20 days	Thu 3/17/05	Thu 4/14/05	NA	1171,1172,11
1174		On-line Reservations	50 days	Fri 7/9/04	Thu 9/16/04	NA	
1175		Reservations Sales Agents Training	30 days	Fri 7/9/04	Thu 8/19/04	NA	385,80
1176		Develop On-line reservation web page	30 days	Fri 7/9/04	Thu 8/19/04	NA	80
1177		Load revenue management information (set selling strategies and restrictions)	20 days	Fri 8/20/04	Thu 9/16/04	NA	1176
1178		Develop PMS configuration documentation	10 days	Fri 7/23/04	Thu 8/5/04	NA	81
1179		Website	67 days	Thu 1/1/04	Fri 4/2/04	NA	
1180		Research Web Hosting	10 days	Thu 1/1/04	Wed 1/14/04	NA	
1181		Select Web Host	2 days	Thu 1/15/04	Fri 1/16/04	NA	1180
1182		Design Web Pages	30 days	Mon 1/19/04	Fri 2/27/04	NA	1181
1183		Test & Feedback	20 days	Mon 3/1/04	Fri 3/26/04	NA	1182
1184		Load For Public Use	5 days	Sat 3/27/04	Fri 4/2/04	NA	1183
1185		Packages	80 days	Thu 1/1/04	Wed 4/21/04	NA	
1186		Leisure	80 days	Thu 1/1/04	Wed 4/21/04	NA	
1187		Determine need dates	10 days	Thu 1/1/04	Wed 1/14/04	NA	
1188		Determine target audience	10 days	Thu 1/15/04	Wed 1/28/04	NA	1187
1189		Develop package	10 days	Thu 1/29/04	Wed 2/11/04	NA	1188


























Memorable Solutions Hotel Pre-Opening Template

ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
1190		Develop package collateral/purchase advertising	45 days	Thu 2/12/04	Wed 4/14/04	NA	1187,1189
1191		Launch package advertising	5 days	Thu 4/15/04	Wed 4/21/04	NA	1190
1192		Tour Group	80 days	Thu 1/1/04	Wed 4/21/04	NA	
1193		Determine need dates	10 days	Thu 1/1/04	Wed 1/14/04	NA	
1194		Determine target audience	10 days	Thu 1/15/04	Wed 1/28/04	NA	1193
1195		Develop package	10 days	Thu 1/29/04	Wed 2/11/04	NA	1194
1196		Develop package collateral/purchase advertising	45 days	Thu 2/12/04	Wed 4/14/04	NA	1193,1195
1197		Launch package advertising	5 days	Thu 4/15/04	Wed 4/21/04	NA	1196
1198		Wedding	80 days	Thu 1/1/04	Wed 4/21/04	NA	
1199		Determine need dates	10 days	Thu 1/1/04	Wed 1/14/04	NA	
1200		Determine target audience	10 days	Thu 1/15/04	Wed 1/28/04	NA	1199
1201		Develop package	10 days	Thu 1/29/04	Wed 2/11/04	NA	1200
1202		Develop package collateral/purchase advertising	45 days	Thu 2/12/04	Wed 4/14/04	NA	1201
1203		Launch package advertising	5 days	Thu 4/15/04	Wed 4/21/04	NA	1202
1204		Repairs & Maintenance	120 days	Thu 1/1/04	Wed 6/16/04	NA	
1205		Printed Materials	30 days	Thu 1/1/04	Wed 2/11/04	NA	
1206		Maintenance Performed Courtesy Note	30 days	Thu 1/1/04	Wed 2/11/04	NA	
1207		Cleaning Chemicals	55 days	Thu 1/1/04	Wed 3/17/04	NA	
1208		Select warewashing and housekeeping chemical supplier	45 days	Thu 1/1/04	Wed 3/3/04	NA	
1209		Install warewashing and housekeeping chemical equipment	10 days	Thu 3/4/04	Wed 3/17/04	NA	1208
1210		Domestic Water	30 days	Thu 1/1/04	Wed 2/11/04	NA	
1211		Determine water treatment for central plant	30 days	Thu 1/1/04	Wed 2/11/04	NA	
1212		Preventive Maintenance Programs	30 days	Thu 1/1/04	Wed 2/11/04	NA	
1213		Develop rooms preventive maintenance program	30 days	Thu 1/1/04	Wed 2/11/04	NA	
1214		Develop public areas preventive maintenance program	30 days	Thu 1/1/04	Wed 2/11/04	NA	
1215		Develop equipment preventive maintenance program	30 days	Thu 1/1/04	Wed 2/11/04	NA	
1216		Develop chiller, KWH, gas and watertemp./pressure logs and meter logs	30 days	Thu 1/1/04	Wed 2/11/04	NA	
1217		Safety	60 days	Thu 1/1/04	Wed 3/24/04	NA	
1218		Ensure fire extinguishers are in place	10 days	Tue 1/13/04	Mon 1/26/04	NA	1373
1219		Develop Safety Committee	60 days	Thu 1/1/04	Wed 3/24/04	NA	
1220		Model Rooms	120 days	Thu 1/1/04	Wed 6/16/04	NA	
1221		Coordinate move of model rooms	120 days	Thu 1/1/04	Wed 6/16/04	NA	
1222		Repair Response System	60 days	Thu 1/1/04	Wed 3/24/04	NA	
1223		Develop work order system	26 days	Thu 1/1/04	Thu 2/5/04	NA	
1224		Research and Procure Work Order Software	60 days	Thu 1/1/04	Wed 3/24/04	NA	
1225		Training	20 days	Thu 2/12/04	Wed 3/10/04	NA	
1226		Guest Key Card System training	20 days	Thu 2/12/04	Wed 3/10/04	NA	361
1227		Television/Movies training	20 days	Thu 2/12/04	Wed 3/10/04	NA	361
1228		Mechanical/HVAC training	20 days	Thu 2/12/04	Wed 3/10/04	NA	361
1229		Guestroom PM program training	20 days	Thu 2/12/04	Wed 3/10/04	NA	361
1230		Public space PM program training	20 days	Thu 2/12/04	Wed 3/10/04	NA	361

























Memorable Solutions Hotel Pre-Opening Template

ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
1231		Building management system training	20 days	Thu 2/12/04	Wed 3/10/04	NA	361
1232		Signage	45 days	Thu 1/1/04	Wed 3/3/04	NA	
1233		Select and procure interior signage	45 days	Thu 1/1/04	Wed 3/3/04	NA	
1234		Select and procure exterior signage	45 days	Thu 1/1/04	Wed 3/3/04	NA	
1235		Pre-opening offices	39 days	Thu 1/1/04	Tue 2/24/04	NA	
1236		Locate and Prepare pre-opening offices	30 days	Thu 1/1/04	Wed 2/11/04	NA	
1237		Relocate Pre-opening Offices to Hotel	20 days	Wed 1/28/04	Tue 2/24/04	NA	1375
1238		Develop MOD manual	75 days	Thu 1/1/04	Wed 4/14/04	NA	
1239		Develop risk management manual/evacuation plan	45 days	Thu 1/1/04	Wed 3/3/04	NA	
1240		Obtain fire department approval of fire/evacuation plan	30 days	Thu 3/4/04	Wed 4/14/04	NA	1239
1241		MSD Sheets	30 days	Thu 1/1/04	Wed 2/11/04	NA	
1242		Compile MSD Sheets for all Chemicals	30 days	Thu 1/1/04	Wed 2/11/04	NA	
1243		Construction/Building Preparation	82 days	Thu 1/1/04	Fri 4/23/04	NA	
1244		Kitchen	26 days	Thu 1/1/04	Thu 2/5/04	NA	
1245		Substantial completion	1 day	Thu 1/1/04	Thu 1/1/04	NA	
1246		Punch	10 days	Fri 1/2/04	Thu 1/15/04	NA	1245
1247		Submit punch list to Chef, Dir. F&B for comments	2 days	Fri 1/16/04	Mon 1/19/04	NA	1246
1248		Punch list items corrected	10 days	Tue 1/20/04	Mon 2/2/04	NA	1247
1249		Equipment commissioning complete	20 days	Fri 1/2/04	Thu 1/29/04	NA	1245
1250		Area cleaned	5 days	Fri 1/30/04	Thu 2/5/04	NA	1249
1251		Restaurant	26 days	Thu 1/1/04	Thu 2/5/04	NA	
1252		Substantial completion	1 day	Thu 1/1/04	Thu 1/1/04	NA	
1253		Punch	10 days	Fri 1/2/04	Thu 1/15/04	NA	1252
1254		Submit punch list to Chef, Dir. F&B for comments	2 days	Fri 1/16/04	Mon 1/19/04	NA	1253
1255		Punch list items corrected	10 days	Tue 1/20/04	Mon 2/2/04	NA	1254
1256		Equipment commissioning complete	20 days	Fri 1/2/04	Thu 1/29/04	NA	1252
1257		Area cleaned	5 days	Fri 1/30/04	Thu 2/5/04	NA	1256
1258		Meeting Space	26 days	Thu 1/1/04	Thu 2/5/04	NA	
1259		Substantial completion	1 day	Thu 1/1/04	Thu 1/1/04	NA	
1260		Punch	10 days	Fri 1/2/04	Thu 1/15/04	NA	1259
1261		Submit punch list to Chef, Dir. F&B for comments	2 days	Fri 1/16/04	Mon 1/19/04	NA	1260
1262		Punch list items corrected	10 days	Tue 1/20/04	Mon 2/2/04	NA	1261
1263		Equipment commissioning complete	20 days	Fri 1/2/04	Thu 1/29/04	NA	1259
1264		Area cleaned	5 days	Fri 1/30/04	Thu 2/5/04	NA	1263
1265		Lounge/Bar	26 days	Thu 1/1/04	Thu 2/5/04	NA	
1266		Substantial completion	1 day	Thu 1/1/04	Thu 1/1/04	NA	
1267		Punch	10 days	Fri 1/2/04	Thu 1/15/04	NA	1266
1268		Submit punch list to Chef, Dir. F&B for comments	2 days	Fri 1/16/04	Mon 1/19/04	NA	1267
1269		Punch list items corrected	10 days	Tue 1/20/04	Mon 2/2/04	NA	1268
1270		Equipment commissioning complete	20 days	Fri 1/2/04	Thu 1/29/04	NA	1266
1271		Area cleaned	5 days	Fri 1/30/04	Thu 2/5/04	NA	1270


















Memorable Solutions
Hotel Pre-Opening Template

ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
1272		Retail	76 days	Thu 1/1/04	Thu 4/15/04	NA	
1273		Substantial completion	1 day	Thu 1/1/04	Thu 1/1/04	NA	
1274		Punch	30 days	Fri 1/2/04	Thu 2/12/04	NA	1273
1275		Punch list items corrected	30 days	Fri 2/13/04	Thu 3/25/04	NA	1274
1276		Area cleaned	15 days	Fri 3/26/04	Thu 4/15/04	NA	1275
1277		Lobby	76 days	Thu 1/1/04	Thu 4/15/04	NA	
1278		Substantial completion	1 day	Thu 1/1/04	Thu 1/1/04	NA	
1279		Punch	30 days	Fri 1/2/04	Thu 2/12/04	NA	1278
1280		Punch list items corrected	30 days	Fri 2/13/04	Thu 3/25/04	NA	1279
1281		Area cleaned	15 days	Fri 3/26/04	Thu 4/15/04	NA	1280
1282		Guestroom Punch	82 days	Thu 1/1/04	Fri 4/23/04	NA	
1283		7th Floor	76 days	Thu 1/1/04	Thu 4/15/04	NA	
1284		Substantial completion	1 day	Thu 1/1/04	Thu 1/1/04	NA	
1285		Punch	30 days	Fri 1/2/04	Thu 2/12/04	NA	1284
1286		Punch list items corrected	30 days	Fri 2/13/04	Thu 3/25/04	NA	1285
1287		Area cleaned	15 days	Fri 3/26/04	Thu 4/15/04	NA	1286
1288		6th Floor	76 days	Fri 1/2/04	Fri 4/16/04	NA	
1289		Substantial completion	1 day	Fri 1/2/04	Fri 1/2/04	NA	1284
1290		Punch	30 days	Mon 1/5/04	Fri 2/13/04	NA	1289
1291		Punch list items corrected	30 days	Mon 2/16/04	Fri 3/26/04	NA	1290
1292		Area cleaned	15 days	Mon 3/29/04	Fri 4/16/04	NA	1291
1293		5th Floor	76 days	Mon 1/5/04	Mon 4/19/04	NA	
1294		Substantial completion	1 day	Mon 1/5/04	Mon 1/5/04	NA	1289
1295		Punch	30 days	Tue 1/6/04	Mon 2/16/04	NA	1294
1296		Punch list items corrected	30 days	Tue 2/17/04	Mon 3/29/04	NA	1295
1297		Area cleaned	15 days	Tue 3/30/04	Mon 4/19/04	NA	1296
1298		4th Floor	76 days	Tue 1/6/04	Tue 4/20/04	NA	
1299		Substantial completion	1 day	Tue 1/6/04	Tue 1/6/04	NA	1294
1300		Punch	30 days	Wed 1/7/04	Tue 2/17/04	NA	1299
1301		Punch list items corrected	30 days	Wed 2/18/04	Tue 3/30/04	NA	1300
1302		Area cleaned	15 days	Wed 3/31/04	Tue 4/20/04	NA	1301
1303		3rd Floor	76 days	Wed 1/7/04	Wed 4/21/04	NA	
1304		Substantial completion	1 day	Wed 1/7/04	Wed 1/7/04	NA	1299
1305		Punch	30 days	Thu 1/8/04	Wed 2/18/04	NA	1304
1306		Punch list items corrected	30 days	Thu 2/19/04	Wed 3/31/04	NA	1305
1307		Area cleaned	15 days	Thu 4/1/04	Wed 4/21/04	NA	1306
1308		2nd Floor	76 days	Thu 1/8/04	Thu 4/22/04	NA	
1309		Substantial completion	1 day	Thu 1/8/04	Thu 1/8/04	NA	1304
1310		Punch	30 days	Fri 1/9/04	Thu 2/19/04	NA	1309
1311		Punch list items corrected	30 days	Fri 2/20/04	Thu 4/1/04	NA	1310
1312		Area cleaned	15 days	Fri 4/2/04	Thu 4/22/04	NA	1311
















Memorable Solutions Hotel Pre-Opening Template

ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
1313		1st Floor	76 days	Fri 1/9/04	Fri 4/23/04	NA	
1314		Substantial completion	1 day	Fri 1/9/04	Fri 1/9/04	NA	1309
1315		Punch	30 days	Mon 1/12/04	Fri 2/20/04	NA	1314
1316		Punch list items corrected	30 days	Mon 2/23/04	Fri 4/2/04	NA	1315
1317		Area cleaned	15 days	Mon 4/5/04	Fri 4/23/04	NA	1316
1318		Spa	76 days	Thu 1/1/04	Thu 4/15/04	NA	
1319		Substantial completion	1 day	Thu 1/1/04	Thu 1/1/04	NA	
1320		Punch	30 days	Fri 1/2/04	Thu 2/12/04	NA	1319
1321		Punch list items corrected	30 days	Fri 2/13/04	Thu 3/25/04	NA	1320
1322		Area cleaned	15 days	Fri 3/26/04	Thu 4/15/04	NA	1321
1323		Building Exterior	76 days	Thu 1/1/04	Thu 4/15/04	NA	
1324		Substantial completion	1 day	Thu 1/1/04	Thu 1/1/04	NA	
1325		Punch	30 days	Fri 1/2/04	Thu 2/12/04	NA	1324
1326		Punch list items corrected	30 days	Fri 2/13/04	Thu 3/25/04	NA	1325
1327		Area cleaned	15 days	Fri 3/26/04	Thu 4/15/04	NA	1326
1328		Landscaping	76 days	Thu 1/1/04	Thu 4/15/04	NA	
1329		Substantial completion	1 day	Thu 1/1/04	Thu 1/1/04	NA	
1330		Punch	30 days	Fri 1/2/04	Thu 2/12/04	NA	1329
1331		Punch list items corrected	30 days	Fri 2/13/04	Thu 3/25/04	NA	1330
1332		Area cleaned	15 days	Fri 3/26/04	Thu 4/15/04	NA	1331
1333		Back-Of-The-House	76 days	Thu 1/1/04	Thu 4/15/04	NA	
1334		Substantial completion	1 day	Thu 1/1/04	Thu 1/1/04	NA	
1335		Punch	30 days	Fri 1/2/04	Thu 2/12/04	NA	1334
1336		Punch list items corrected	30 days	Fri 2/13/04	Thu 3/25/04	NA	1335
1337		Area cleaned	15 days	Fri 3/26/04	Thu 4/15/04	NA	1336
1338		Uniform Room	36 days	Thu 1/1/04	Thu 2/19/04	NA	
1339		Substantial completion	1 day	Thu 1/1/04	Thu 1/1/04	NA	
1340		Punch	2 days	Fri 1/2/04	Mon 1/5/04	NA	1339
1341		Punch list items corrected	10 days	Tue 1/6/04	Mon 1/19/04	NA	1340
1342		Area cleaned	2 days	Tue 1/20/04	Wed 1/21/04	NA	1341
1343		Procure uniform racks	30 days	Fri 1/2/04	Thu 2/12/04	NA	1339
1344		Install Uniform racks	5 days	Fri 2/13/04	Thu 2/19/04	NA	1343
1345		Administrative/Front Office	76 days	Thu 1/1/04	Thu 4/15/04	NA	
1346		Substantial completion	1 day	Thu 1/1/04	Thu 1/1/04	NA	
1347		Punch	30 days	Fri 1/2/04	Thu 2/12/04	NA	1346
1348		Punch list items corrected	30 days	Fri 2/13/04	Thu 3/25/04	NA	1347
1349		Area cleaned	15 days	Fri 3/26/04	Thu 4/15/04	NA	1348
1350		F,F&E Installation	61 days	Fri 2/6/04	Fri 4/30/04	NA	
1351		Guestrooms	11 days	Fri 4/16/04	Fri 4/30/04	NA	
1352		7th floor	5 days	Fri 4/16/04	Thu 4/22/04	NA	1287
1353		6th floor	5 days	Mon 4/19/04	Fri 4/23/04	NA	1292

Memorable Solutions Hotel Pre-Opening Template

ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
1354		5th floor	5 days	Tue 4/20/04	Mon 4/26/04	NA	1297
1355		4th floor	5 days	Wed 4/21/04	Tue 4/27/04	NA	1302
1356		3rd floor	5 days	Thu 4/22/04	Wed 4/28/04	NA	1307
1357		2nd floor	5 days	Fri 4/23/04	Thu 4/29/04	NA	1312
1358		1st Floor	5 days	Mon 4/26/04	Fri 4/30/04	NA	1317
1359		Spa	5 days	Fri 4/16/04	Thu 4/22/04	NA	
1360		Treatment Areas	5 days	Fri 4/16/04	Thu 4/22/04	NA	1322
1361		Fitness Center	5 days	Fri 4/16/04	Thu 4/22/04	NA	1322
1362		F&B	5 days	Fri 2/6/04	Thu 2/12/04	NA	
1363		Lounge/Bar	5 days	Fri 2/6/04	Thu 2/12/04	NA	1271
1364		Meeting Space	5 days	Fri 2/6/04	Thu 2/12/04	NA	1264
1365		Restaurant	5 days	Fri 2/6/04	Thu 2/12/04	NA	1257
1366		Public Areas	5 days	Fri 4/16/04	Thu 4/22/04	NA	
1367		Lobby	5 days	Fri 4/16/04	Thu 4/22/04	NA	1281
1368		Retail	5 days	Fri 4/16/04	Thu 4/22/04	NA	1276
1369		Back-of-the-house	10 days	Fri 4/16/04	Thu 4/29/04	NA	
1370		Administrative Offices	5 days	Fri 4/16/04	Thu 4/22/04	NA	1349
1371		Kitchen/Engineering/Housekeeping	10 days	Fri 4/16/04	Thu 4/29/04	NA	1337
1372		Testing/Documentation	42 days	Mon 1/12/04	Tue 3/9/04	NA	
1373		All Areas Substantially Complete	1 day	Mon 1/12/04	Mon 1/12/04	NA	1278,1273,12
1374		Verify proper operation of all Life Safety equipment/systems	10 days	Tue 1/13/04	Mon 1/26/04	NA	1373
1375		TCO	1 day	Tue 1/27/04	Tue 1/27/04	NA	1374
1376		CO	30 days	Wed 1/28/04	Tue 3/9/04	NA	1375
1377		Obtain "As Built" plans	30 days	Tue 1/13/04	Mon 2/23/04	NA	1373
1378		Obtain all warranties and equipment information	30 days	Tue 1/13/04	Mon 2/23/04	NA	1373
1379		Environmental/Recycling	50 days	Thu 1/1/04	Wed 3/10/04	NA	
1380		Research Sources and Options	20 days	Thu 1/1/04	Wed 1/28/04	NA	
1381		Develop SOP's	30 days	Thu 1/29/04	Wed 3/10/04	NA	1380
1382		Contract Maintenance and Service Agreements	70 days	Thu 1/1/04	Wed 4/7/04	NA	
1383		Rodent and Pest Control	70 days	Thu 1/1/04	Wed 4/7/04	NA	
1384		Develop RFP	30 days	Thu 1/1/04	Wed 2/11/04	NA	
1385		Receive Bids	30 days	Thu 2/12/04	Wed 3/24/04	NA	1384
1386		Award Contract	10 days	Thu 3/25/04	Wed 4/7/04	NA	1385
1387		Indoor Plants	70 days	Thu 1/1/04	Wed 4/7/04	NA	
1388		Develop RFP	30 days	Thu 1/1/04	Wed 2/11/04	NA	
1389		Receive Bids	30 days	Thu 2/12/04	Wed 3/24/04	NA	1388
1390		Award Contract	10 days	Thu 3/25/04	Wed 4/7/04	NA	1389
1391		Indoor Floral	70 days	Thu 1/1/04	Wed 4/7/04	NA	
1392		Develop RFP	30 days	Thu 1/1/04	Wed 2/11/04	NA	
1393		Receive Bids	30 days	Thu 2/12/04	Wed 3/24/04	NA	1392
1394		Award Contract	10 days	Thu 3/25/04	Wed 4/7/04	NA	1393

Memorable Solutions
Hotel Pre-Opening Template

ID		Task Name	Duration	Start	Finish	Actual Finish	Predecessors
1395		Landscape	70 days	Thu 1/1/04	Wed 4/7/04	NA	
1396		Develop RFP	30 days	Thu 1/1/04	Wed 2/11/04	NA	
1397		Receive Bids	30 days	Thu 2/12/04	Wed 3/24/04	NA	1396
1398		Award Contract	10 days	Thu 3/25/04	Wed 4/7/04	NA	1397
1399		Snow Removal	70 days	Thu 1/1/04	Wed 4/7/04	NA	
1400		Develop RFP	30 days	Thu 1/1/04	Wed 2/11/04	NA	
1401		Receive Bids	30 days	Thu 2/12/04	Wed 3/24/04	NA	1400
1402		Award Contract	10 days	Thu 3/25/04	Wed 4/7/04	NA	1401
1403		Mechanical	70 days	Thu 1/1/04	Wed 4/7/04	NA	
1404		Develop RFP	30 days	Thu 1/1/04	Wed 2/11/04	NA	
1405		Receive Bids	30 days	Thu 2/12/04	Wed 3/24/04	NA	1404
1406		Award Contract	10 days	Thu 3/25/04	Wed 4/7/04	NA	1405
1407		Life Safety	70 days	Thu 1/1/04	Wed 4/7/04	NA	
1408		Develop RFP	30 days	Thu 1/1/04	Wed 2/11/04	NA	
1409		Receive Bids	30 days	Thu 2/12/04	Wed 3/24/04	NA	1408
1410		Award Contract	10 days	Thu 3/25/04	Wed 4/7/04	NA	1409
1411		Secure Background Music	91 days	Thu 1/1/04	Thu 5/6/04	NA	
1412		Design Received	1 day	Thu 1/1/04	Thu 1/1/04	NA	
1413		Design approved	10 days	Fri 1/2/04	Thu 1/15/04	NA	1412
1414		Receive Bids	30 days	Fri 1/16/04	Thu 2/26/04	NA	1413
1415		Contract awarded	20 days	Fri 2/27/04	Thu 3/25/04	NA	1414
1416		Service installed and tested	30 days	Fri 3/26/04	Thu 5/6/04	NA	1415